

CENTENARY EDITION



SIR ISAAC PITMAN
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PITMAN'S
SHORTHAND
INSTRUCTOR



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PITMAN'S SHORTHAND INSTRUCTOR

A COMPLETE EXPOSITION OF
SIR ISAAC PITMAN'S
SYSTEM OF PHONOGRAPHY

Isaac Pitman

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PREFACE.

THE system of shorthand writing presented in the following pages was invented by Sir Isaac Pitman, who in 1837 published his first treatise on the art. In 1840 the second edition of his work appeared, under the title "Phonography, or Writing by Sound, being also a New and Natural System of Shorthand." In the numerous editions of Phonography published in succeeding years, many improvements were introduced. These were the fruit of long and varied stenographic experiments, and of the valuable criticism and experience of large numbers of expert writers of the system who had applied it to work of every description. No other system of shorthand designed for the English language has been subjected to tests so prolonged, so diverse, and so severe as those which Pitman's Shorthand—as the system is now generally styled—has undergone during the last seventy-six years, with the result that it has been most successfully adapted to the practical requirements of all classes of shorthand writers.

One hundred years have now elapsed since the birth of Sir Isaac Pitman; and in issuing what is thus appropriately designated a Centenary Edition of his system, advantage has been taken of the opportunity to introduce certain improvements in the rules and arrangement, and in the method of presenting the system to the student, which will greatly assist the learner in acquiring the art. The object specially borne in mind in preparing the work has been to render it equally suitable for self-tuition

and for individual or class instruction under a teacher. No effort has been spared to explain and illustrate the rules in the clearest and simplest manner possible.

Although students, as a rule, experience no difficulty in understanding the method here set forth of "writing by sound," it is desirable that they should have, at the beginning of their study, an intelligent grasp of all that is conveyed by that term. Therefore, before the mastery of the first chapter is attempted, the Introduction which follows this Preface should be thoroughly understood.

The advantage of practical ability in the art of shorthand writing is so universally acknowledged in the present day that it is unnecessary to emphasize it. It is obvious, however, that the value of shorthand, whether as a vehicle for private communication or for use in various ways in business or professional life, would be largely diminished if the same system—and that the best—were not employed. This important fact is now generally recognized; and statistics, the testimony of public men, and general observation, concur in demonstrating that the system which Sir Isaac Pitman invented is taught and used as the shorthand *par excellence* for all who speak the English language. Further and very significant evidence to the merits of his system is the fact that it has been adapted to no fewer than twenty foreign languages.

The Publishers take this opportunity of tendering their sincere thanks to the large number of expert writers and teachers of Phonography who have offered valuable suggestions for the improvement of the present edition.

INTRODUCTION.

PHONOGRAPHY, the name originally given to Pitman's Shorthand, has been briefly but accurately defined as "the art of representing spoken sounds by character ; a system of shorthand." The first question that will occur to the student will be, what is the fundamental difference between the shorthand characters and the letters in ordinary writing and printing ? To answer this question it is necessary to consider the alphabet of the language. It is obvious that the usual or Romanic alphabet of twenty-six letters cannot represent by distinct characters the thirty-six typical sounds of the English language. As a consequence, many of the letters of that alphabet are of necessity used to represent different sounds. It is manifest, therefore, that any system of shorthand founded on the common alphabet would prove a very imperfect and cumbrous instrument for recording spoken utterances with certainty and speed—the chief object of shorthand. With such an alphabet either a single sign standing for one of the letters would be required to do duty for several sounds, or more than one character would have to be used to represent a single sound, as is done in ordinary spelling. On the other hand, the three consonants C, Q and X are unnecessary, inasmuch as they represent sounds provided for by other consonants. Two simple illustrations will demonstrate the difference between the ordinary spelling and the phonetic method, which is the distinctive feature of Pitman's Shorthand.

The first illustration deals with consonants, and is concerned with the ordinary spelling of the words

gaol and *gale*, in which the *sounds* of the first consonant are different, although represented in long-hand by the same letter. If the common spelling were followed in shorthand, we should have the same shorthand symbols for both words. But the initial sounds in these words are different; in the first the sound is *jay*, in the second *gay*; and for these dissimilar sounds Phonography provides dissimilar shorthand signs. The second illustration deals with vowels, as, for example, in the words *tub* and *tube*. If the shorthand symbols were the equivalents of the letters of the common alphabet (the final *e* of *tube* being omitted because it is not sounded), the stenographer would be obliged to write both words by precisely the same characters, namely, *t-u-b*. Phonography, however, provides for the representation of the different sounds *ũ* and *ū* heard in the respective words, and these are indicated by different symbols.

The phonetic notation of the system of shorthand developed in the present work has been found, after widely extended use, to possess important practical advantages. By the employment of the phonetic alphabet, which has been termed the "alphabet of nature," spoken language can be recorded with one-sixth of the trouble and time that longhand requires, by those who use Pitman's Shorthand simply as a substitute for the ordinary longhand writing. With the adoption of the systematized methods of abbreviation developed in the more advanced stages, this method of shorthand can be written legibly with the speed of the most rapid distinct articulation, and it may be read with the certainty and ease of ordinary longhand writing.

An explanation on one point, however, is desirable. In the study and use of Phonography, it should be

distinctly borne in mind that although the system is phonetic it is not designed to represent or record minute shades of pronunciation. The Pitmanic alphabet, in the words of Max-Müller, "comprehends the thirty-six broad typical sounds of the English language and assigns to each a definite sign." It does not seek to mark, for example, the thirty or more variations of sound which have been found to exist in the utterance of the twelve simple vowels. The pronunciation of the vowels, as Max-Müller has shown, varies greatly in different localities and in the various countries of the world in which the English language is spoken, and in which Phonography is taught and used. The standard of pronunciation, as exhibited in printed shorthand, cannot, therefore, be expected to coincide minutely with the pronunciation of English in all parts. Experience has abundantly proved that the representation of the broad typical sounds of English as provided for in Pitman's Shorthand is ample for all stenographic purposes.

The pronunciation adopted in Pitman's Shorthand Text-books is based on that given in *A New English Dictionary*, edited by Sir James A. H. Murray, LL.D.

The presence of *r* has a modifying effect upon a preceding vowel. The student's attention is, therefore, directed to the following observations with regard to the consonant *r*, to certain vowels when preceding *r*, and to a class of vowels which may be described as more or less obscure.

(a) With the exception of a few proper names, as *Worcester*, wherever the consonant *r* occurs in a word, in Pitman's Shorthand it must be represented as a consonant.

(b) In such words as *bar*, *far*, *mar*, *tar*, *jar*, the vowel-sign for *ah* is to be used; but in such words as *barrow*, *Farrow*, *marry*, *tarry* and *Jarrow*, the first vowel-sound is to be represented by the vowel-sign for *ă*.

(c) In such words as *four, fore, roar, love, wore, shore, door, pour, core, gore, tore, sore*, the vowel-sign for *ō* is to be used.

(d) In such words as *torch, morn, fork*, the vowel-sign for *ö* is to be used.

(e) In such words as *air, fair, lair, bare*, the vowel-sign for *ā* is to be used.

(f) In such pairs of words as *fir, fur; earth, worth; per, purr; Percy, pursy*; the vowel-sound in the first word of the pairs is to be represented by the vowel-sign for *ě*; the vowel-sound in the second word of the pairs is to be represented by the vowel-sign for *ũ*.

(g) In words like *custody, custom, baron, felony, colour, factory*, the second vowel-sound is represented by the vowel-sign for *ũ*.

(h) In words like *village, cottage, breakage*, the second vowel-sound is represented by the vowel-sign for *ě*.

(i) In words like *suppose*, the second vowel-sound is represented by the vowel-sign for *ō*; but in words like *supposition, disposition*, the second vowel-sound is represented by the vowel-sign for *ũ*.

With the accurate employment of the phonographic signs, there need be no uncertainty as to what those employed for a particular word are intended to represent, and, as Max-Müller has testified, "English can be written rationally and read easily" with the Pitmanic alphabet. To use Phonography successfully, the rules of the system must be mastered and applied. By the employment of the various abbreviating devices, the most important benefit to be derived from shorthand will be attained, namely, the maximum of speed combined with legibility.

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PITMAN'S SHORTHAND

(PHONOGRAPHY).

CHAPTER I.

DIRECTIONS TO THE STUDENT.

1. The system of shorthand set forth in the following pages received the name of Phonography (a term derived from two Greek words meaning "sound writing") because it affords the means of recording the sounds of spoken language. From the outset, therefore, the student should remember that he is learning to write by SOUND, *i.e.*, to write words as they are pronounced; that each simple character represents one definite sound and no other; and that the ordinary spelling—with its many irregularities and inconsistencies—as exhibited in printing and in longhand writing, is not to be followed or imitated.

2. When the student has mastered the value of the phonographic signs, he should use those which represent the equivalent sounds in forming the characters for the words he desires to write. For example, if he wishes to write in Phonography the word *knee* (spelt with four letters, though made up of only two sounds), he uses but two phonographic signs, namely, that for the consonant *n* and that for the vowel *ē*. To spell in this fashion, a mental analysis of the sounds of words must be made, but the ability to do this is very easily acquired, and is soon exercised without conscious effort.

3. For working the exercises and for ordinary phonographic writing, a pen and ruled paper should be used. Speaking generally, it is not so easy to

acquire a neat style of writing by the use of a pencil as it is by the use of a pen. No doubt, the pencil is frequently employed ; in some cases, indeed, it may be found impossible to use a pen for note-taking. The student would do well, therefore, to accustom himself to write either with a pen or a pencil in the more advanced stages of his progress, though for writing the exercises given in this book the pen only should be used.

4. The pen should be held lightly, and in such a manner as to permit of the shorthand characters being easily written. The wrist must not be allowed to rest upon the note-book or desk. In order to secure the greatest freedom of movement, the middle of the fore-arm should rest on the edge of the desk. The writer should sit in front of his work, and should have the paper or note-book parallel with the edge of the desk or table. For shorthand writing, the nib employed should not be too stiff, but should have a sufficiently fine and flexible point to enable the thick and thin characters of Phonography to be written so as clearly to distinguish the one from the other. Paper with a fairly smooth surface is absolutely essential.

5. At the outset the student should not attempt to write rapidly. Before he endeavours to write quickly, it is of the utmost importance that he should train his hand to form, accurately and neatly, all the signs employed in the system.

6. The student should thoroughly master the explanations and rules which precede the respective exercises, and write out several times the illustrative words appearing in the text, afterwards working the exercises. As the secret of success in shorthand is PRACTICE, it is advisable that the various exercises should be written and re-written until they can be

done with perfect freedom and accuracy. The perusal of progressive reading lessons in printed shorthand will also be found helpful to the student in forming a correct style of writing; and the practice of copying the characters, at first with careful accuracy, afterwards with gradually accelerated speed, will materially assist him in forming a neat style of phonographic handwriting.

7. The system is fully explained in the following pages, and can be acquired from the instruction books alone by anyone who is prepared to devote ordinary perseverance and application to the study. With the assistance of a teacher, however, more rapid and satisfactory advance will be made in the mastery of the art. Should any difficulty be experienced in finding a teacher, the publishers will be pleased to furnish any student with the names and addresses of the nearest teachers of Pitman's Shorthand. It should be pointed out that satisfactory progress in acquiring the art of shorthand will only be made if a certain portion of time is regularly devoted to the study EVERY DAY; or, in the case of school or class instruction, by a thorough and punctual performance of the allotted portions of work forming the course. Study at irregular intervals of time is of little value; but an hour, or a longer period, devoted daily to the task will give the student a knowledge of the system in a comparatively short time, and constant and careful practice will bring speed and dexterity.

<i>Divisions.</i>	<i>Character.</i>	<i>Name</i>	<i>Letter.</i>	<i>As sounded in</i>
<i>Explosives.</i>	—	pee	P	post rope
	—	bee	B	boast robe
	—	tee	T	tip fate
	—	dee	D	dip fade
	/	chay	CH	chest etch
	/	jay	J	jest edge
	—	kay	K	cane leek
	—	gay	G	gain league
	—	ef	F	fat safe
	—	vee	V	vat save
<i>Continuants.</i>	(ith	TH	thigh wreath
	(thee	TH	thy wreath
)	ess	S	seal base
)	zee	Z	zeal baize
	—	ish	SH	she dash
	—	zhee	ZH	treasure vision
	(em	M	met seem
	(en	N	net seen
<i>Coalescents. Liquids. Nasals.</i>	(ing	NG	kingly long
	— up	el	L	light tile
	— up	ar, ray	R	right tire
	— up	way	W	wet away
	— up	yay	Y	yet ayah
<i>Aspirate</i>	— up	hay	H	high adhere

THE ALPHABET.

8. The simple or elemental sounds of which all the words of our language are composed are naturally divisible, according to the manner in which they are produced, into two main groups—consonants and vowels.

THE CONSONANTS.

9. “Consonants are the result of audible friction or stopping of the breath in some part of the mouth or throat” (Prof. Sweet).

For the representation of all the consonant sounds, (except *w*, *y*, and the aspirate *h*), the simplest geometrical forms are used, namely, the straight line and the shallow curve, as shown in the following diagrams :



10. The order of the arrangement of each group of consonants, as exhibited in the Table on the preceding page, follows the order of the oral movements from the lips inwards in the utterance of their respective sounds. The first pair of consonants, *p*, *b*, are pronounced between the lips, and the next seven pairs at the several barriers further back in the mouth, in the succession indicated in the phonographic alphabet.

11. The first eight consonants, represented by a straight stroke, are called “explodents,” because, in pronouncing them, the outgoing breath is forced in a sudden gust through barriers previously closed.

12. The next eight, represented by an upright or a sloping curve, are called “continuants,” because in uttering these the outgoing breath, instead of being

expelled suddenly, is allowed to escape in a continuous stream through similar barriers partially open.

13. The “nasals,” represented by a horizontal curve, are produced by closing the successive barriers in the mouth against the outgoing air-stream, so that it has to escape through the nose.





14. The “liquids” flow into union with other consonants, and thus make double consonants, as in the words *cliff*, *dry*, where the *l* or *r* blends with the preceding consonant.




15. The “coalescents” precede vowels and coalesce or unite with them.

16. The “aspirate” is a breathing upon a following vowel. Thus by a breathing upon the vowel *a* in the word *at*, the word is changed into *hat*.

17. The first sixteen consonants form pairs; thus, *p* and *b*; *t* and *d*; *ch* and *j*; *k* and *g*; *f* and *v*; *th* and *dh*; *s* and *z*; *sh* and *zh*. The articulations in these pairs are the same, but the sound is light in the first consonant of each pair and heavy in the second. The consonants of each pair are represented by the same stroke, but for the second consonant this is written *thick* instead of *thin*; as \diagdown *p*, \diagdown *b*, $|$ *t*, $|$ *d*, \cup *f*, \cup *v*, etc. We have, therefore, a *light sign* for the *light sound*, and a *heavy sign* for the *heavy sound*. In this, as in the fact that each pair of consonants is represented by kindred signs, a natural relation is preserved between the *spoken* sound and the *written* sign. Throughout this book whatever relates to the light strokes applies also to the corresponding heavy strokes unless the contrary is stated.

18. The consonants should be written about one-sixth of an inch long, as in these pages. It is of the utmost importance that from the outset the

student should learn to form the whole of the strokes uniformly as to length. Whatever size be adopted, all the strokes should be made equal in length. Later there will be introduced a principle for writing strokes half the normal length, and later still another for the making of strokes double the normal length. It is thus imperative that the student should obtain a fixed and strictly uniform length from the start. Care should be taken to form the curved thick letters, when standing alone, thus  *v*,  *z*. If made heavy throughout they look clumsy: they should be thick in the middle only, and should taper off at each end, except when a joining such as  *v g* or  *b ng* is made. Thick strokes are never written upward.

19. As an aid to remembering the strokes for *th* and *s*, the student should note that  *s* is the curve on the right side of . The consonants *l* and *r* form the left and right sides of an arch .

20. Until the student is perfectly familiar with the names of the consonants and the characters representing them, he should, in writing out the exercises, name aloud each shorthand stroke as he writes it. The strokes must always be called by their phonetic names: thus, “*ch*” is to be named *chay*; “*g*” *gay*; “*ng*” *ing*. The reason for this is that each phonetic character has a fixed value, and, therefore, requires to be called by a name which indicates the sound that it invariably represents.

Exercise 1.



(To be written by the student. The arrow \Rightarrow shows the direction in which the stroke is to be written. The curves m, n and ng and the straight strokes k and g are written on the line.)

P, B        

T, D | | | | | | | | | |

Ч, J *chay* / / / / / / / / / /

K, G $\xrightarrow{\text{gay}} \xrightarrow{\text{gay}}$ — — — — —








F, V      

$\overline{TH}, \overline{\text{TH}}$

S, Z $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$ $\begin{pmatrix} \uparrow \\ \downarrow \end{pmatrix}$

SH, ZH (ish) (zhee)

M

N         

NG          

L

Re

R  / / / / / / / / / /
(ray)

W  ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓
(way)

Y          

Н
(bear)

21. The strokes / *chay* and / *ray* are somewhat similar. They are, however, different in slope and in the direction in which they are written. It is scarcely possible, moreover, to mistake one for the other, inasmuch as *chay* is always written DOWN at an angle of 30° from the perpendicular, and *ray* is always written UP at an angle of 30° from the horizontal; thus ↘ *chay*, ↗ *ray*.

22. If the pupil cannot, at the first trial, produce a fair copy of the signs in Exercise 1, he should write them several times, and vary the practice by writing the strokes in irregular order; thus,

— / — — — — —

Exercise 2.

First copy and name aloud a complete line of the shorthand characters, and then write the longhand letters on the line immediately below.

1. \ \ | | / / — — / / / / / /
p b t d ch j k g w y h h r
2.) \ / | / \ / | / / — — / —
3.)) (()))) — — — — —
4. / — — — — — — — — — — —
5. \ (/ — — — — — — — — — —
6. \ — — / \ , / / / — — / — — |
7. /)) (— — — — — — — — — —
8. | — — | — — \ / \ / / / / / / /

Exercise 3.

First copy a line of the longhand letters, and then write the shorthand characters, naming them aloud, on the line immediately below. The character (named "ith," is represented by "th"; and (named "thee," by "th."

1. d, h (up), h (down), y, w, r (up), r (down), l, ng, n, m.
2. zh, sh, z, s, th, th, v, f, g, k, j, ch, d, t, b, p, y, r (down).
3. ng, m, s, th, g, d, h (up), w, l, r (up), ch, b, g, l, w, f.
4. th, r (down), th, v, m, ch, g, y, j, t, b, s, d, zh, sh, p, n, v.

Exercise 4.

Write the shorthand sign, after saying the word aloud, for the first sound heard in each of the following words :—

1. Balm, choke, chemist, guinea, gem, get.
2. Fame, physic, catch, shock, morn, knob.
3. Voice, wed, loud, zeal, yore, torn, those.
4. Thigh, page, deal, sale, shore, load, wrong.
5. Palm, Gaul, George, gorge, gaol, goal.
6. Showed, James, Geoffrey, knock, phlegm.
7. Came, kale, jay, gay, through, tough.

Write the shorthand sign for the last sound heard in each of the following :—

8. Gazette, move, arch, thumb, lamb, gash, ridge.
9. Liege, league, lathe, wrath, touch, monarch.
10. Life, live, rope, code, rogue, loose, lose, ring.
11. Pop, Pope, lodge, log, vogue, voyage.
12. Wreath, wreath, fife, five, beach, beak.
13. Fate, fade, rage, rug, George, gorge.
14. Lace, lays, solemn, post, pale, rail.

Summary.

1. Pitman's Shorthand is phonetic, words being written according to their sound.
2. The strokes are twenty-six in number, and each stroke has a distinct name and value.
3. To represent the consonants there are mainly two elements, a straight stroke and a shallow curve.
4. The strokes (straight and curved) are thin and thick for the representation of pairs of similar sounds.
5. Thin strokes are written sometimes upward, sometimes downward ; thick strokes are never written upward.
6. Strokes must be of a uniform length, about one-sixth of an inch.
7. Strokes are written by one impression, and the thick curves taper at each end.
8. The stroke representing *chay* is written downward ; the stroke representing *ray* is written upward.

CHAPTER II.

LONG VOWELS.

23. "If the mouth-passage is left so open as not to cause audible friction, and voiced breath is sent through it, we have a vowel." (Prof. Sweet.)

24. There are six simple long vowel-sounds in the English language, namely :—

ah, *ā*, *ē*; *aw*, *ō*, *ōō*;
 as heard in the words
bah! *ale*, *each*; *all*, *oak*, *ooze*.

They should be pronounced as single sounds; thus, *ah* as in the exclamations *ah!* *bah!* *ā* as in *ale*; *ē* as in *each*; *aw* as in *all*; *ō* as in *oak*; *ōō* as in *ooze*. They may be remembered by repeating the following sentence :—

Pa may we all go too.
ah, ā, ē, aw, ō, ōō.

25. The first three sounds are represented by a heavy dot (·); the second three sounds by a heavy dash (—). In the following diagram the dot and dash representing the long vowels are numbered 1, 2, and 3; thus,

<i>Sound</i>			<i>Sign</i>	<i>Sound</i>			<i>Sign</i>
		as in				as in	
1.	<i>ah</i>	<i>pa</i>	·	1.	<i>aw</i>	<i>all</i>	—
2.	<i>ā</i>	<i>may</i>	·	2.	<i>ō</i>	<i>go</i>	—
3.	<i>ē</i>	<i>we</i>	·	3.	<i>ōō</i>	<i>too</i>	—

26. There are three distinct places close to each stroke where a vowel-sign may be placed, namely, at the beginning, the middle, and the end. The vowels are accordingly called *first-place*, *second-place* and *third-place* vowels respectively. The places are counted from the point where the stroke begins. In the case of downstrokes, therefore, the vowel-places are counted from the top downwards; thus,



In the case of upstrokes, the vowel-places are counted from the bottom upwards; thus,



In the case of horizontal strokes, the vowel-places are counted from left to right; thus,



27. The vowel-signs are put in the places which correspond with their numbers; thus,

.....¹ Aar¹,² air²,³ ear³,¹ awes¹,² owes²,³ ooze³.

.....¹ tah¹,² Tay²,³ tea³,¹ taw¹,² toe²,³ too³.

.....¹ lah¹,² lay²,³ lee³,¹ law¹,² low²,³ loo³.

.....¹ ma¹,² may²,³ me³,¹ maw¹,² mow²,³ moo³.

28. The vowel-sign must be written at a little distance from the stroke. If allowed to touch (except in a few cases which will be mentioned later),

mistakes might arise. A dash vowel-sign may be written at any angle that is distinct, the right angle being generally most convenient; thus, \perp or \searrow *two*; \swarrow or \nwarrow *foe*; \nearrow or \nwarrow *Joe*.

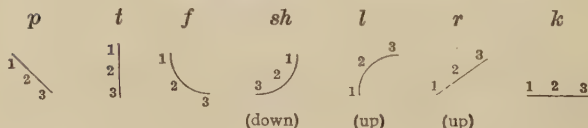
29. (a) When a vowel-sign is placed on the left-hand side of a perpendicular or sloping stroke it is read *before* the stroke, as \swarrow *ape*, \nearrow *eight*, \nearrow *age*.

(b) When a vowel-sign is placed on the right-hand side of a perpendicular or sloping stroke it is read *after* the stroke, as \nwarrow *pay*, \nwarrow *jay*, \nwarrow *ray*.

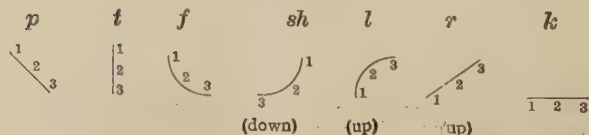
30. (a) When a vowel-sign is placed above a horizontal stroke it is read *before* the stroke, as $\overline{\cdot}$ *ache*, $\overline{_}$ *eke*, $\overline{\cup}$ *own* (b) When a vowel-sign is placed below a horizontal stroke it is read *after* the stroke, as $\underline{\cdot}$ *Kay*, $\underline{_}$ *key*, $\underline{\cup}$ *no*.

31. The following diagrams further illustrate the places of the vowels, as explained in paragraphs 26-30 :

A VOWEL BEFORE A CONSONANT.



A VOWEL AFTER A CONSONANT.



Exercise 5.

Write the shorthand word (the stroke should be written first, and then the vowel-sign) as in line 1, and as each outline is formed place the longhand for the word underneath the shorthand-sign. Proper names are indicated by two short lines underneath, or close to, the outline.

1.

pay, bay, Tay, day, jay, foe, low, row, show, mow
- 2.
- 3.
- 4.
- 5.
- 6.

Exercise 6.

Write the shorthand outline under the longhand.

1. Paw, caw, thaw, gnaw, law, jaw.
2. Auk, awn, awl, eve, ode, age, Ouse.
3. Neigh, fee, lea, toe, dough, show, yew.
4. Knee, doe, ape, ace, sew, foe, Kay.
5. (*Downward r in these words*) air, ear, oar, Ayr, ore, heir, ere.
6. (*Upward r in these words*) ray, raw, rue, re, roe, Wray, row.
7. (*Downward h in these words*) ha, hay, haw, hoe, ho, hey.
8. Quay, key, low, Lowe, Co., Coe, weigh, way.

Summary.

1. There are six long vowels, expressed by a heavy dot and dash, and written to each stroke in three places, which are called *first*, *second* and *third-places* respectively, as shown in the following table and diagrams:—

1st	2nd	3rd	1st	2nd	3rd
<i>ah</i>	<i>ā</i>	<i>ē</i>	<i>aw</i>	<i>ō</i>	<i>ōō</i>
Heavy Dot			Heavy Dash		



2. Vowel-signs are read as in reading longhand:
 - (a) To downstrokes and upstrokes from left to right;
 - (b) To horizontal strokes from top to bottom, as shown in the following diagrams:—

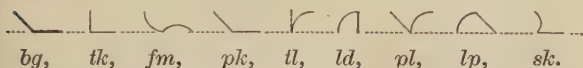


3. In writing a word, the stroke is formed first and then the vowel-sign.
4. Vowel-signs must be written a little distance from the stroke. A dash vowel-sign is written at any convenient angle, the right angle being generally preferred.

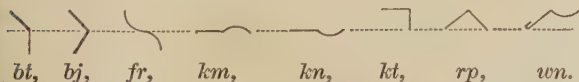
CHAPTER III.

JOINED STROKES.

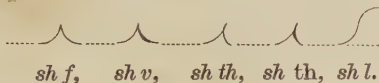
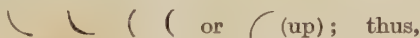
32. Strokes when joined must be written without lifting the pen from the paper, the beginning of a following stroke joining the end of a preceding stroke; thus,



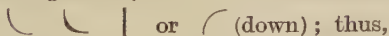
33. With the exception of *sh* and *l*, strokes when joined are written in the same direction as when standing alone, downstrokes downward, horizontal strokes from left to right, and upstrokes upward; thus,



34. (a) *Sh* is generally written upward when it precedes

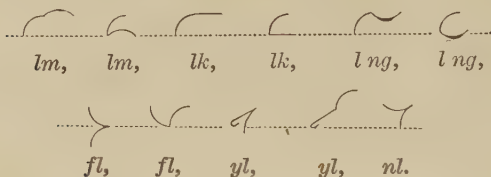


(b) *Sh* is generally written upward when it follows

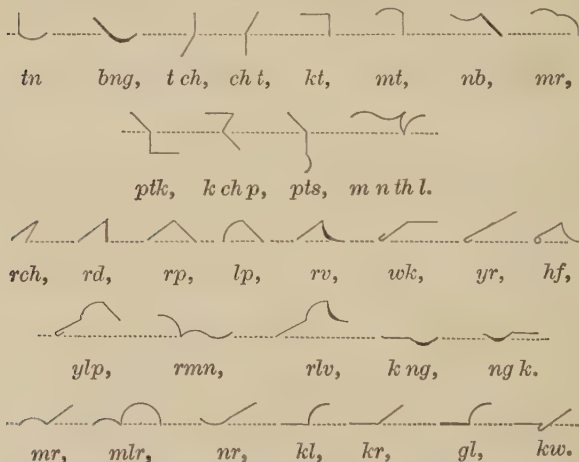


In most other cases *sh* is written downward.

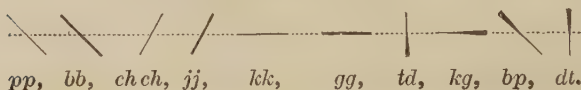
(c) The following are examples of the upward and downward use of *L*, the rules for which will be explained later.



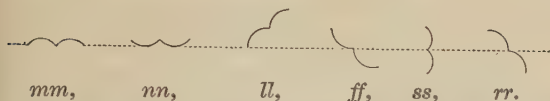
35. In a combination of strokes the first descending or ascending stroke rests on the line ; thus,



36. When a straight stroke is repeated there must be no break at the junction ; thus,

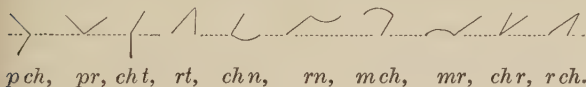


37. A curved stroke is repeated thus,



38. As already pointed out, *chay* is always a down-stroke, and *ray* always an upstroke; moreover, when *ch* or *r* stands alone, *ch* slopes from the perpendicular, and *r* slopes from the horizontal; thus, / *ch*, / *r*. The strokes naturally take these slopes when struck downward and upward respectively.

39. When *ch* and *r* are joined to other strokes they are distinguished by the direction in which they are written, and the amount of slope is unimportant; thus,



Exercise 7.

Write the joined signs for the consonant-sounds only as heard in the following words :—

1. Make, came, bake, cob, take, Katie, cage, Jake.
2. Web, by-way, daub, body, numb, thumb, calm, gum, gem.
3. Photo, toffee, death, thud, tissue, suet, see-saw, saucy.
4. Name, manna, tiny, knotty, bonny, knob, mighty, time.

(The following words contain *chay* or *ray*, or both.)






5. Cherry, rich, marry, match, catch, carry, pitch, perry.
6. Jury, ridge, chatty, rat, china, rainy, fetch, ferry.

Summary.

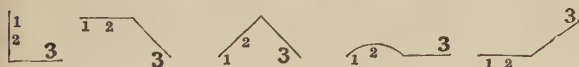
1. Strokes are joined without lifting the pen.
2. With the exception of *sh* and *l* all strokes when joined are written in the same direction as when standing alone.
3. *Sh* is generally written upward (*a*) when it precedes *f*, *v*, *th*, *TH*, or *l* (up); and (*b*) when it follows *f*, *v*, *d* or *l* (down).
4. In a combination of strokes the first descending or ascending stroke rests on the line.
5. When a straight stroke is repeated there must be no break at the junction.
6. *Chay* and *ray* when joined are distinguished by the direction of the stroke and not by the slope.

CHAPTER IV.

LONG VOWELS BETWEEN STROKES.

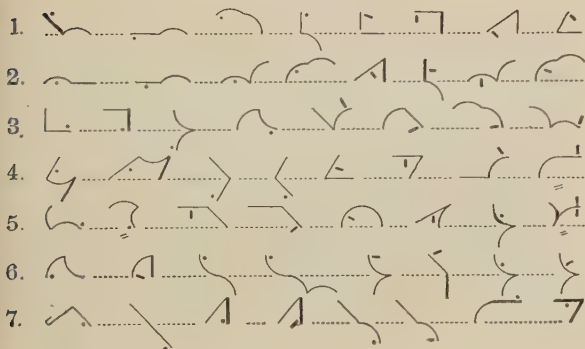
40. FIRST and SECOND-PLACE vowel-signs when occurring between two strokes are written *after the first stroke*; thus,  *gate*,  *talk*. THIRD-PLACE vowel-signs are written *before the second stroke* at the end, because the vowel-sign is more conveniently written in that position; thus,  *team*,  *reach*,  *rude*. The vowel-sign is still in the third-place, as indicated in the following diagram:—

LONG VOWELS' PLACES.



41. The succeeding Exercises when in shorthand are to be copied for practice and transcribed into longhand; when in ordinary print they are to be written in shorthand.

Exercise 8.



GRAMMALOGUES.

42. Frequently occurring words are expressed in shorthand by a single sign, as for *be*. These words are called *grammalogues* or letter-words, and the shorthand characters that represent them are called *logograms*, or word-letters. At the head of the following Exercises some logograms are given which must be committed to memory. These characters are written *above*, *on*, or *through* the line, as

*In the following Exercises (until the rules on the subject are reached), the student is directed by a small capital letter when to write the letters **L**, **R**, and **H** downward.*

The full stop is represented by a small cross ; thus x

Exercise 9.

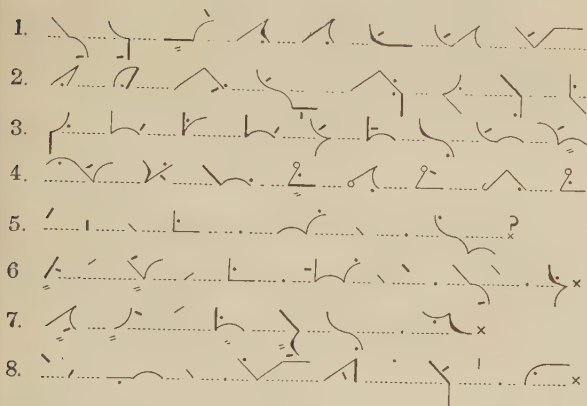
..... *a* or *an*, *the* ; *all*, *two*, *too* ;
 *of*, *to* ; *owe*, *he*.

Grammalogues are printed in italic.

1. **CaR**, **laRk**, **mark**, **charge**, **bought**, **gall**, **Gaul**, **tall**.
2. **Maim**, **baRe**, **lathe**, **paid**, **rode**, **road**, **lode**, **load**.
3. **KneeL**, **zeal**, **deal**, **peel**, **move**, **boor**, **tooth**, **Ruth**.
4. **Polo**, **retail**, **retake**, **reindeerR**, **rainfaLL**, **female**.
5. *An age of ease wrought the fall of Rome.*
6. *He rode the mare to the fair.*
7. *Paul Booth paid all he owed.*
8. *Row the boat to the shore of the lake.*
9. *Four of the eight owe the change to Paul Beale.*
10. *Two of the team feel too poor to share the fare to Leith.*

Exercise 10.

*awe, ought, aught, who; and (up),
should (up); on, but.*



Exercise 11.

1. Gear**R**, vea**L**, go**RE**, theme, lo**RE**, **R**eam, leaf, laugh.
2. Pole, coal, shawl, rol**LL**, shoal, ru**L**e, wooed, woad.
3. Toad, reed, parch, barb, larch, wade, ta**RE**, march.
4. Vote, hoop, lobe, loom, wage, mope, loaf, gale.
5. *All who retail the ware ought to show a fair**R** rate of pay.*
6. *He should show the fair**R** dame the road to the shore.*
7. Poor**R** Joe Beech *ought to leave the toll gate.*
8. *Should Paul Cope fo**R**ego all hope of pay?*
9. *Two and two make four**R**, but the fool**L** and the knave fail**L** to heed the ru**L**e.*

Summary.

1. FIRST-PLACE and SECOND-PLACE vowel-signs when occurring between two strokes are written after the first stroke ; THIRD-PLACE vowel-signs are written before the second stroke.
2. A *grammologue* is a *word* represented by a single sign. The *sign* for a grammologue is called a *logogram*.
3. The full stop is indicated by a small cross.

CHAPTER V.

SHORT VOWELS.

43. There are six short vowel-sounds in the English language, namely:—

ǎ, ě, ě; ǒ, ů, ǒǒ;

as heard in the words

pǎck, pĕck, pĭck; lǒck, lŭck, lǒǒk.

The order of the short vowels may be remembered by repeating the sentence:—

That pen is not much good.

ǎ, ě, ě, ǒ, ů, ǒǒ

44. The first three short vowels are represented by a light dot (.) ; the second three by a light dash (—). The places for the short vowel-signs are the same as for the long vowel-signs ; thus,

<i>Sound</i>			<i>Sign</i>	<i>Sound</i>			<i>Sign</i>
		as in				as in	
1.	ǎ	that	·	1.	ǒ	not	—
2.	ě	pen	·	2.	ů	much	—
3.	ě	is	·	3.	ǒǒ	good	—

45. The student will find the exact value of the short vowels by pronouncing them in conjunction with a following consonant. In order to gain familiarity with them, he should write the signs before different strokes, and pronounce the combination. As a result

of this practice, many common words will be made, of which the following are examples :—

at, ash, add, am, Ann, ass.
 ebb, etch, egg, edge, ell, err.
 it, itch, if, odd, or, up.

SHORT VOWELS BETWEEN TWO STROKES.

46. The short vowel-signs are written in the same places as their corresponding long vowel-signs ; thus,

pack, peck, pick ;
 lock, luck, look.

47. (a) *T* before *ch* and *d* before *j* are silent, as in the following examples :—

catch, lodge, watch, dodge.

(b) *N* immediately preceding *k* or *g* is almost always pronounced as *ng* ; as,

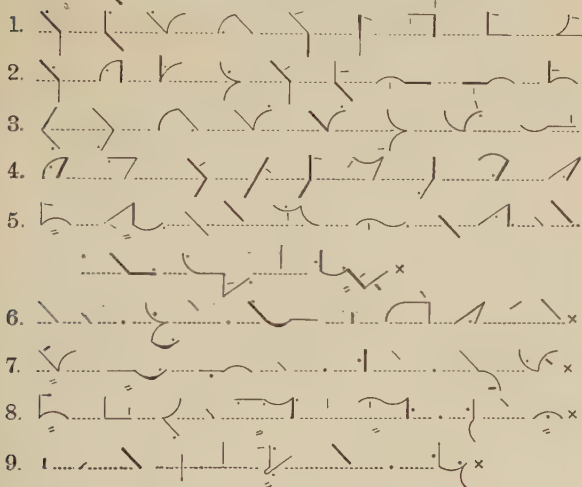
pink, chunk, Congo.

48. Learners sometimes confuse the short vowel *ũ* with the short vowel *õõ* ; and the short vowel *õõ* with the long vowel *ōō*. The following examples illustrate the difference between these pairs of sounds :—

luck, look ; dull, pull ;
 full, fool ; look, Luke.

Exercise 12.

happy, up, put; buy, by, be,
to be; at, it, out.



Exercise 13.

had, do, different-ce;
much, which, each.

1. Batch, latch, lad, lamb, knock, gong, lodge, log.
2. Peck, ledge, leg, lung, lunge, thumb, month.
3. Chill, riLL, pill, kill, pull, pulley, rook, book.
4. Galley, jelly, money, monkey, wink, many.
5. Daisy and Tom had each to read a different theme.
6. Tom took an essay on Canada, but Daisy read a fairy tale which she bought at Reading.
7. Each day the farm lad led the pony along the bank of the Mersey to the deep pool.
8. Both had to do much to move the heavy wood.

Summary.

1. There are six short vowels which are represented by a light dot and a light dash.
2. These signs take three places for the dot and three places for the dash, as shown in the following table :—

1st	2nd	3rd	1st	2nd	3rd
ă	ě	ĩ	ǒ	ů	őő
Light Dot			Light Dash		

3. The signs are read before, after, and between strokes as in the case of the long vowels.
4. *T* before *ch* and *d* before *j* are silent letters.
5. *N* followed by *k* or *g* has generally the sound of *ng*.

CHAPTER VI.

DIPHTHONGS.

49. "A diphthong is a union of two vowel sounds in one syllable." (Prof. Skeat.)

50. There are four common diphthongs, namely :—




I as heard in *ice*, *vie*, *high*, *wry*.









OI „ „ „ *boy*, *oil*.





OW „ „ „ *vow*, *bough*, *out*.





U „ „ „ *feud*, *due*, *dew*, *fury*.







They are represented as follows :—










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




51. The signs for *ī* and *oi* are written in the first place; the signs for *ow* and *ū* are written in the third place; thus,  *tie*,  *time*;  *toy*,  *toil*;  *cow*,  *cowed*;  *duty*,  *mule*.













52. The sign for *ī* is attached initially to a downstroke, as  *item*,  *ivy*,  *ice*,  *ire*.


53. The signs for *ow* and *oi* are joined initially to upward *l*, as  *owl*,  *oil*. The diphthong *ī* is attached initially to upward *l*; thus,  *isle*. The sign for the long vowel *aw* is also joined initially to upward *l*, as in  *awl*.





54. The signs for *ow* and *ū* are joined finally to a downstroke, as  *bough*,  *vow*,  *pew*,  *due*,  *Matthew*,  *Sue*. After the horizontals *k*, *g*,









m, *n*, and upward *l*, the sign for *ū* is joined and written thus,  *cue*,  *argue*,  *mew*,  *new*,  *value*; after *n* the signs for *ow* and *ī* are joined and written thus,  *now*,  *nigh*. These diphthong-signs must not be joined medially:  *fury*,  *cowed* illustrate the method of vocalization in such words.

55. Learners sometimes confuse the diphthong  *ī* with the short vowel  *ĩ*; also  *ū* with the short vowel  *ũ*, and  *ow* with the long vowel  *oh*. The following pairs of words illustrate the contrast between diphthongs and vowels:—


 *bite*,  *bit*;  *right*,  *writ*;  *tube*,  *tub*;  *fusee*,  *fussy*;  *rout*,  *wrote*;  *sow* (noun),  *sow* (verb).

56. In compound words the vocalization is generally retained as in the separate words; thus,  *ear-ache*.

57. A small upward or downward tick attached to the signs , , , , may represent any short vowel immediately following the diphthong; thus,

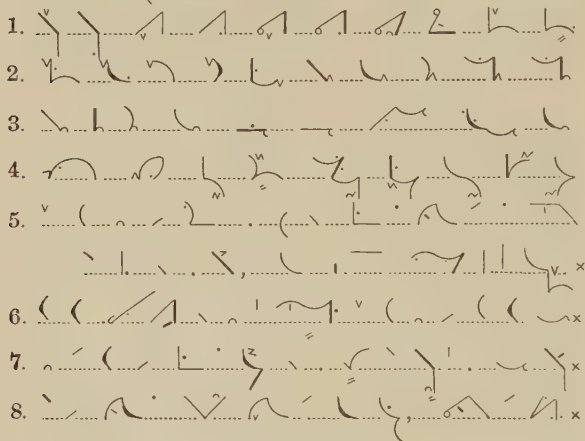
 *diary*,  *loyal*,  *vowel*,  *newer*,  *annual*,  *annuity*,  *riot*,  *ingenuous*.

These signs are called *triphones* because they represent three vowels in one sign.

58. When a diphthong and a long vowel occur between two strokes the sign for each should, if convenient, be placed against the stroke to which it naturally belongs; thus,  *hyena*.

Exercise 16.

half, if; have; thank-ed,
think, youth; though, they, them.



Summary.

1. There are four common diphthongs *ī*, *oi*, *ow*, *ū*.
2. The following are attached *initially* :—
ī to a downstroke; *ī*, *oi*, *ow*, and *aw* to upward *l*.
3. The following are attached *finally* :—
ū to a downstroke and horizontals, and to upward *l*; *ow* to a downstroke and stroke *n*; *ī* to stroke *n*.
4. In compound words the vocalization of the separate words is generally retained.
5. A small tick attached to the diphthong-signs may represent any *short* vowel following the diphthong. These compound signs are called *triphones*.

CHAPTER VII.

PHRASEOGRAPHY.

59. It is a common practice in rapid longhand writing to write several words without lifting the pen from the paper. Such a course is also adopted in shorthand writing. For example, ^v..... *I* and have may be joined; thus; *you* and *can* may be joined; thus The practice of joining word-outlines is called *Phraseography*, and the resulting outline is called a *Phraseogram*.

60. The following points must be carefully noted :—

(a) Awkward joinings must be avoided.

(b) The first word-form of a phraseogram (generally a logogram) must occupy the position in which it would be written if it stood alone. Thus, the phrase *How can they* would be represented by the outline commencing on the line, because the logogram for *how*, if it stood alone, would be written on the line. Similarly, *I have* commences above the line, because the logogram for *I*, standing alone, would be written above the line.

(c) A first-position logogram (that is, one above the line) may be slightly raised or lowered, however, to permit of a following word-form being written above, on or through the line; as, *I thank you*, (and using the logogram with), with much, with which, with each.

(d) When joined to *k*, *m*, *l* (up), the sign ^v..... may be shortened; thus, *I can*, *I am*, *I will*.

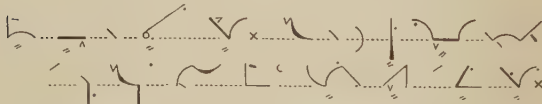
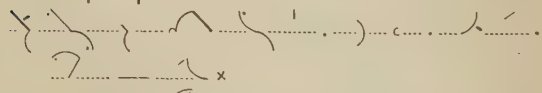
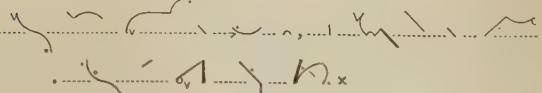
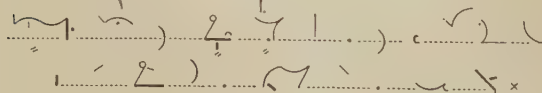
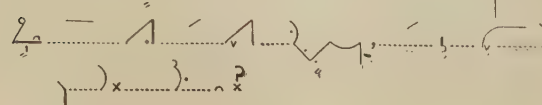
Exercise 17.

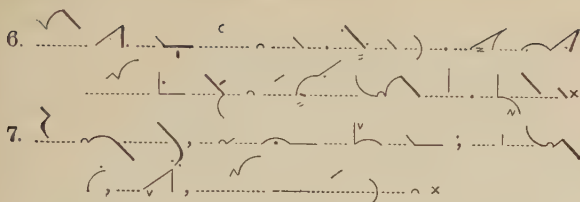
GRAMMALOGUES.

^c with, ^c when ; ^o what, ^c would ; ^o saw,
^o so, us, ^o see, sea.

PHRASEOGRAMS.

^v I have, ^v I have had, ^v I will, ^v I will be,
^v I am, ^v I may, ^v I thank you,
^v I think you should be, ^v you will, ^v you will be,
^v if you should be ^v and if you should be,
^v to go, ^v to give.

1. 
2. 
3. 
4. 
5. 



Exercise 18.

[The phraseograms in this and the following exercises are indicated by the *hyphen*.]

1. *I-am by the sea at RhyL with Jack and Dora Kew.*
2. *And now I-have-time I-will write-you of the happy time I-have-had and of the happy time to-come.*
3. *They came on the tenth of July and-I on the eleventh.*
4. *On-Monday all of us had a coach ride to Asaph and back, saw the lovely valley you so admire, and took tea on the balcony of the hotel.*
5. *So I-think-you-will-be likely to envy us.*
6. *To-day Jack and Dora have-had to-go to see Annie Worthing and-I-have-had a day aLone on the beach reading "Rob Roy."*
7. *To-morrow Timothy and Amy Bagshaw aRRive with the family.*
8. *You-will-think the party should-be jolly, and-I-think-so too.*
9. *And-if-you-should-be ready to-come you-will-have a happy time.*
10. *Come if-you-can, and-I-may manage to-go with you to Conway and Denbigh.*

Exercise 19.

PHRASEOGRAMS.

how can, how can they, why do you,
 why have you, you can, with much,
 with which, with each, when they,
 what do you, what can be, it would be.

NOTE: so much, too much.

GRAMMALOGUES.

was, whose; shall, wish;
 usual-ly.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

61. The word *the* may be expressed by a light slanting tick, joined to a preceding character and written either upward (from left to right) or downward (from right to left).

(a) DOWNWARD : [>] of the, ⁷ and the, ¹ should the, ⁵ with the, [\] by the, [∖] if the, [∖] have the.

(b) UPWARD : [∨] beyond the, [∨] what the, [∨] how the, [∨] at the, [∨] which the, [∨] was the.

NOTE.— [∨] on the should slope a little to distinguish it from the logogram [∨] This tick for the must never be used initially.

Exercise 20.

1. *Why-do-you leave-the life of-the village when you-can get so-much joy out of-it ?*
2. *How-can you wish to enjoy the daily hubbub of-the busy thoroughfare, to-lunch daily at a café and to put up with-the worry of a hurried life, when-the village would-give you a happy calm which-would make life full of beauty and purity ?*
3. *Why-have-you so-much to say of-the joy of a busy life, of-the hurry and rush of-the noisy road and-fail to-talk of happy life on-the-farm ?*
4. *Think of-the calm meadow ; of-the by-path ; of-the hedgerow ; of-the melody of-the lark ; of-the shady wood with-the oak, the elm, and-the beech ; and of-the pure air.*
5. *When-they fail to-give you joy with-which to enrich life, you-will-be unworthy of-the name you bear.*
6. *What-do-you think ? Do allow us to urge you, with-much feeling, to-think of-the valley and-the pool, the bat on-the wing and-the mole, and to see-the beauty of-each and of all of-them.*

Summary.

1. *Phraseography* is the name given to the principle of joining word-forms together. The outline thus obtained is called a *phraseogram*.
2. The following must be carefully noted :—
 - (a) Awkward joinings must be avoided.
 - (b) The first word-form in a phraseogram must occupy its own position, except in the case of a first-position logogram which may be raised or lowered to permit of a following word-form being written above, on or through the line.
 - (c) When joined *initially* to *k*, *m*, *l*, the diphthong *ī* may be shortened.
3. The word *the* may be expressed by a light slanting tick joined to a preceding character and written either upward or downward. The tick for *the* is never used initially.

CHAPTER VIII.

CIRCLE S AND Z.

























62. The consonant *S* is represented not only by the stroke) but also by a small circle o which forms an easy means of linking one stroke to another. This circle can be used *initially*, *medially* and *finally*. Initially it represents the light sound of *s* only ; medially and finally it represents the sound of *s* or *z*. The sound of *z* initially must be represented by the stroke) as *Y^z zeal*, *Y^z zero*, *Y^z zenith*.

63. When the circle stands alone, or is joined initially or finally to straight strokes, or when it occurs between two straight strokes not forming an angle, it is written with the same motion of the hand as in writing the longhand letter *O* ; thus,












sp, *st*, *s ch*, *sk*, *sr*,
ps, *ts*, *ch s*, *ks*, *rs* ;
psp, *tst*, *ksk*, *rsr*.












In the following pages this motion is referred to as the Left Motion *↶*, the opposite motion, that with which the loop of the longhand letter *j* is formed, being termed the Right Motion *↷*.







64. Between two straight strokes forming an angle, the circle *s* is written on the OUTSIDE of the angle ; thus, *kst*, *dsk*, *pst*,
ch sp, *rsp*, *rsk*, *ch sk*, *ch sr*.





65. When the circle *s* is joined to curves, it is written inside the curve, and when it occurs between two curves, it is generally written inside the first, but it may be written inside the second curve if a better combination would result; as  *sf*,  *sth*,  *ssh*,  *sm*,  *sn*,  *sl*,  *sr*,  *fs*,  *ths*,  *shs*,  *ls*,  *fsk*,  *msk*,  *rsn*,  *slts*,  *fsn*,  *fsl*,  *fslt*,  *lsm*,  *ssr*,  *msv*,  *msn*,  *nsm*, or, in some cases,  *nsm*.

66. The circle *s* is always read *first* at the beginning of a stroke, and *last* at the end, the vowel-sign or vowel-signs being read according to their places with regard to the stroke, and not with reference to the circle, which cannot be vocalized, as,

          
pie, spy, eat, seat, age, sage, oak, soak, aim, same.

          
pay, pays, mow, mows, ray, rays, day, days, fee, fees.

67. The circle *s* may be added to a stroke logogram, as,  *come*,  *comes*,  *put*,  *puts*; but the circle *s* is not added to a dash logogram; therefore,  *owes*,  *twos*, are written as here shown.

68. The vowel-sign in a lightly-sounded syllable may usually be omitted with safety, as in  *poison*,  *refusal*,  *answer*,  *desire*.

Exercise 21.

^o as, has, ^o is, his ; ^o because ; ^o itself.

[The tick in the following phraseograms is written downward, the circle being struck first: ^o as the, ^o is the ; ^o as to, ^o is to.]

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Exercise 22.

1. Sob, base, said, days, seek, keys, sorry, raise.
2. Deceit, resource, opposite, bestows, oxide, wasps, basks, rescues.
3. Save, vase, Sam, mass, seen, knees, soul, lose, si**R**, e**R**ase, sash, shows.
4. Unsafe, dismay, faci**L**e, extensive, missive, tinsmith, zinc, sink.

Exercise 23.

(those, *th*ysel**f**, *(* this, *(* these, youths, *th*us ;

my, *me*, *him*, *may*.

1. Paris, Venice, *and-the* lakes of Italy have many famous sights *which-should-be-seen* by all when making a tou**R** of Europe.
2. Paris *on-the* Seine—Paris the sunny, *with-its* arches and col**u**mns set up *to-the* memory of-the wise *and-the* victories of-the ar**mi**es, *with-its* wide avenues *and-its* enticing cafés, *and-the-many* parks of-its suburbs—is superb.
3. *May* you soon pay a visit *to-this* famous city, and enjoy *these* sights !
4. The city of Venice, set on piles on numerous low sandy isles, has many a lovely palace and tower**R** *on-the* sides of-the cana**l**s, the roads of-the city, a**l**ong *which* pass gondolas of varied designs and colou**r**s.
5. Thus visitors move smoothly a**l**ong *those* sleepy cana**l**s and-view the sights of-*this* City of-the Doges.
6. The singing of-the youths *on-the* gondolas *and-the-music* of-the vesper bells are *to-me* and *to-my* cousin happy memories of-*the* visit.
7. I-shall take him to **R**ome *with me*




Summary.





1. A small circle used initially represents *s* only ; medially and finally it represents *s* or *z*.
2. It is written to single straight strokes by the Left Motion, and inside curves. Between two straight strokes, not forming an angle, circle *s* is written by the Left Motion ; forming an angle, outside the angle. Between two curves, generally inside the first, but inside the second when that produces the better joining.
3. An *initial* circle is always read *first* ; a *final* circle is always read *last*.
4. The circle *s* may be added to stroke logograms.





CHAPTER IX.

STROKE S AND Z.






69. As an initial circle must always be read *first*, and a final circle must always be read *last*, it follows that when a word begins or ends with a vowel, the circle s cannot be employed. The stroke s or z must, therefore, be written :—



(a) When s or z is the only consonant in a word, as,  ace  ooze,  Zoo ;



(b) When an initial vowel precedes s or z, as in the words,  ask,  asp,  Isaac,  Ezra ;





(c) When a final vowel follows s or z, as in the words  mossy,  racy,  daisy,  Rosa.

70. The stroke is also written :—

(a) In compound words like  saw-bench,  sea-mew, and in words like *unassailed*, *unceasing*, which are formed by prefixing the syllable *un-* to the outline for the root word ; thus,  assail,  unassailed  unceasing ;

(b) In words like  science,  sewer, where a triphone immediately follows the s or z ;

(c) In words like  cease,  saucer, where initial s is immediately followed by a vowel and another s or z ;

(d) In words like  sinuous,  tortuous,  joyous, where the syllable *-ous*  is immediately preceded by a diphthong.

Exercise 24.

are, our, hour; myself, himself.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.

Exercise 25.

1. Owes, eyes, ass, ease, say, assay, sad, seed.
2. Asleep, sleep, ask, sack, assume, sum, aside, side, espy, spy.
3. Juicy, juice, mossy, moss, less, lessee, lass, lasso, dies, Dicey, fuse, fusee.
4. Pursue, palsy, piracy, Lucy, Lucy's, Pharisee, Pharisees, gypsy, gypsies.
5. Sea-gull, skul**L**, sea-mouse, seems, unceasing**L**y, saucily, Cæsa**R**, scissors**R**s.
6. Science, signs, sciatica, Sitka, pious, pies, tenuous, tennis.

Exercise 26.

1. Cecil and Eustace paid a visit to-the sea-side with me.
2. All of us love to-watch-the sea-gulls skimming a**L**ong-the surface of-the-sea, to-make castles on-the sea-beach, and to enjoy many an escapade among-the rocks and pools.
3. On Tuesday, Cecil and-I sailed on-the bay, but Eustace fear**S** the sea because of sea-sickness.
4. He sat on-the beach by himself **L**istening to-the Siamese singer**S**, and-I-was sorry he-was a**L**one so long.
5. The poor**R** fellows get few of-the luxuries which I myself enjoy daily.
6. On-Wednesday it-was-the annual**L** gala day and James Atkinson came to see us.
7. He lives in-the suburbs of-Leeds and-has to-take-the bus to business each day.
8. The view of-the bay was lovely, and our cameras were in use to secu**R**e such a rare seascape.







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





The stroke *s* or
z must be
written :





1. In a word containing only *s* or *z*,
in a compound formed from
such a word, and in negative
words, like *unceasing*, *unassailed*.
2. Where an initial vowel occurs
before *s* or *z*.
3. Where a final vowel occurs after
s or *z*.
4. Where a triphone immediately
follows *s* or *z*.
5. In the initial combination *s*-
vowel-*s*.
6. Where the syllable *-ous* is imme-
diately preceded by a diph-
thong.





CHAPTER X.

LARGE CIRCLES *SW* AND *SS* OR *SZ*.

71. A large INITIAL circle, written with the same motion as the circle *s*, represents the double consonant *sw*, thus,  *seat*,  *sweet*,  *sum*,  *swum*. As a vowel cannot be written to a circle, the stroke *w* must be written in words like  *sway*,  *suasive*. The *sw* circle is only used initially.

72. A large MEDIAL OR FINAL circle, written with the same motion as circle *s*, represents *s-s*, having a light or heavy sound, with the intervening vowel *ě*; thus,  (*ses*) *necessity*;  (*sez*) *passes*;  (*zes*) *possessive*;  (*zez*) *causes*. When a vowel other than *ě* intervenes it is indicated by placing the vowel-sign within the circle; thus,  *exist*,  *exhaust*,  *exercised*. Final *s* is added thus,  *exercises*. The large circle is also used to express the sounds of two *s*'s in consecutive syllables, as in  *mis-spell*.

73. (a) The plural or possessive of words like *Lucy*, *policy*, where the root word takes the stroke *s*, is formed by the addition of the small circle; thus,  *Lucy*,  *Lucy's*;  *policy*,  *policies*.

(b) Where the root word takes the circle, the plural or possessive, or the third person singular of a verb is formed by the use of the large circle; thus,  *pass*,  *passes*;  *Alice*,  *Alice's*.

(c) A few words ending in s-s are written with the circle and stroke, or the stroke and circle, in order to distinguish them from other words containing similar consonants, and in which the large circle is employed. The student should compare

... possess with ... pauses; ... access with ... axis;
... recess with ... races.

Exercise 27.

... as is, ... is as; ... themselves; ... ourselves;
... special-ly, ... speak; ... subject-ed; ... suggest-ed;
... several, saviour.

1.

2.

3.

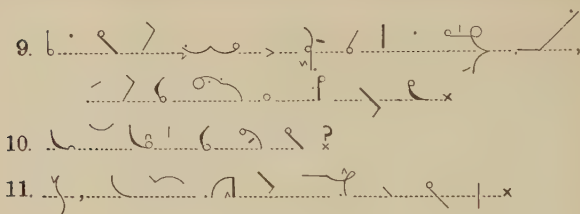
4.

5.
... ..

6.
... ..

7.
... ..

8.
... ..



Exercise 28.

1. Swop, pauses, sweets, tosses, swell, laces, swore, erases, switch, cheeses, misspells.
2. Desist, exercises, exhaustless, agency, agencies, cosy, cosies, lessee, lessees.
3. Excellence, excellences, tease, teases, supposes, reposes, exposes, rouses, hisses.
4. Size, sizes, sizing, steady, steadily, receipt.

Exercise 29.

yes ; we, way ; holy ; high ; house.

1. *How-many of us allow a fallacy to-rule our lives ?*
2. *Yes, it possesses us and-we cherish it though-we are aware of-the error of-our ways.*
3. *We-are all, high and low, slow to-follow those-who-would lead us to change our outlook.*
4. *As science teaches us to-get rid of disease, so logic, a science likewise, teaches us how to-take a sane view of-life.*
5. *Such is-the duty of all who seek to-live a holy life*
6. *If-you belong to-the house of-the poor, if-you belong to-the house of-the rich, think of all-this, and show patience (upward sh) when you speak to-those-who appear to be swayed by a fallacy.*

Summary.

1. A large initial circle represents *sw*.
2. A large medial or final circle represents the light or heavy sound of *s-s* with an intervening vowel.
3. Where a root word ends with stroke *s*, the plural, possessive, or third person singular is formed by the addition of the circle *s*.
4. Where a root word ends with a circle *s*, the plural, possessive, or the third person singular is formed by the use of the large circle *ses*.
5. A few words ending in *s-s* are written with the circle and stroke, or with the stroke and circle, to distinguish them from words in which the large circle is employed.

CHAPTER XI.







LOOPS *ST* AND *STR.*





74. The frequently occurring combination *st* at the beginning of a word, as in *stem*, or at the end of a word, as in *mist*, is represented by a loop made half the length of the stroke to which it is attached. Like the circle *s*, the *st* loop is always read *first* at the beginning of an outline, and *last* at the end. Again, like the circle *s*, the *st* loop is written with the Left Motion to straight strokes, and inside curves; thus, ...*ache*, ...*sake*, ...*stake*, ...*sale*, ...*stale*; ...*lace*, ...*laced*.

75. The *st* loop may also be employed finally for the heavy sound of *zd*, as in the words ...*fused*, ...*refused*, ...*opposed*, ...*disposed*.










76. A large loop, extending two-thirds of the length of the stroke to which it is attached, represents *str*. This *str* (*ster*) loop is *never* written at the beginning of an outline. Like the circle *s* and the *st* loop, the *str* loop is written with the Left Motion to straight strokes, and inside curves; thus, ...*pass*, ...*past*, ...*pastor*.























































77. The *st* and *str* loops may be used medially where a good joining results; thus, ...*justify*, ...*elastic*, ...*masterpiece*. The *st* loop cannot be employed in such words as ...*customer*, ...*install*, because the following stroke would not join easily with the loop.

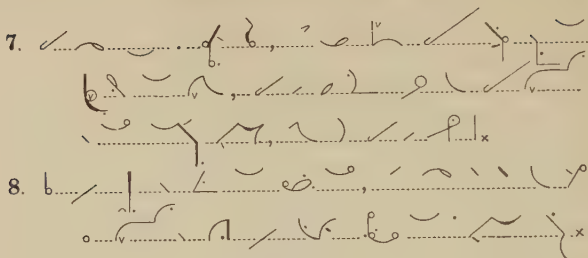
78. The *st* loop cannot be employed when a vowel occurs between *s* and *t*, nor can the loop be written immediately before a final vowel. The separate consonants must therefore be used in words like  *beset*,  *bestow*,  *receipt*,  *rusty*,  *visit*,  *vista*.

79. The circle *s* is added to a final loop as follows:  *taste*,  *tastes*;  *lustre*,  *lustres*.

Exercise 30.

 *first*;  *influence*;  *influenced*,  *next*;
 *most*,  *must*;  *in*, *any*,  *no*, *know*,
 *own*.

1.         
2.         
3.         
4.         
5.         
6.         



Exercise 31.

1. Stabs, boasts, stitches, chests, stalks, roasts, staves, foists, stores, arrests, wastes.
2. Guest, guessed, gazed, mused, amused, abused, best, based, exposed, sufficed.
3. Boasters, Dexter, Baxter, vestures, vistas, caustic, excites, extols, lusty, lawsuit.
4. Inelastic, mystic, custom, mossy, dazes, daisies, supposes, storm, sweeps, possessive.

Exercise 32.

(Lord ; or, your, year ;
 language, owing, thing, young.

1. *This year or early next year your young nephew may engage himself in-the services of-Messrs. Baxter and Swan, of-Manchester, a large firm of chemists.*
2. *He-has given signs of thoroughness in-his study of languages.*
3. *Mainly owing to-the counsel of-his masters he-has had many successes.*
4. *Next August he receives several awards in-the shape of books given by Lord Doncaster.*
5. *We hope many things of-this youngster because of-his love of-study and-his steady ways.*

Exercise 33—Revisionary.

[Containing all the preceding logograms.]

1. *We-are in receipt of-yours of-the 6th and-we-shall write in-the way you desire, and-thus do away with any waste of-time when next you see any of-them at your house.*
2. *I-think he-is happy to be-the possessor of so large a share in-the business itself, because he-can give as-much-as he wishes to each of-his boys; and-they-themselves hope to-receive what they would think no small sum out of-it.*
3. *Go and buy some special roses and give half of-them to-my niece Jessie to-wear at-the party, and you-may put-the rest in-the different vases.*
4. *Yes, we ourselves saw Lord Macey, who speaks several languages, and he-said he-would use his influence to secure most of-the statistics; but beyond this he had no power to-get-the necessary details.*
5. *If-you have a thing to-do, do it at-the right time, or you-may become like those-who, though given time, usually have an excuse when failing to-do-the duty set them.*
6. *Those youths who thanked us on receipt of-our suggested date, ought to-have put up a high score in-this match, as-is usual with-them.*
7. *They ought-to be in rare form, owing to-having had a rest, and-we hope it-is as we surmise.*
8. *Why, I myself owe him a debt I-can scarcely repay, since he himself has several-times this year given me the best of advice on-these subjects which I own have influenced me in-my business.*
9. *Your pastor's speech suggested his deep piety, and showed how all must be influenced by-the holy life of-our Saviour.*

Summary.


1. A small loop represents *st*; a large loop represents *str*.
2. The *st* loop may be used initially, medially or finally.
3. The *st* loop may be employed finally to represent the sound of *zd*.
4. The *str* loop may be used medially or finally, but not initially.
5. The *st* loop cannot be employed when a vowel occurs between *s* and *t*, nor can the loop be written immediately before a final vowel.

CHAPTER XII.

INITIAL HOOKS TO STRAIGHT
STROKES.


80. The liquids *r* and *l* frequently blend with other consonants so as to form a double consonant, as in the words *pray*, *blow*, *drink*, *glare*, *fry*, *fly*, or are separated from a preceding consonant by an obscure vowel only, as in *paper*, *maker*, *table*, *babel*. These consonant combinations are represented by prefixing a small hook to the simple shorthand characters to indicate their union with *r* or *l*.

81. A small initial hook written with the Right Motion adds *R* to straight strokes; thus,



p, *pr*, *br*, *tr*, *dr*, *ch r*, *jr*, *kr*, *gr*.

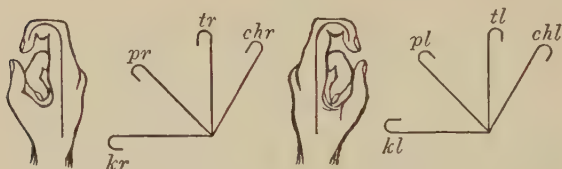
82. A small initial hook written with the Left Motion adds *L* to straight strokes; thus,



p, *pl*, *bl*, *tl*, *dl*, *ch l*, *jl*, *kl*, *gl*.

The following diagrams will assist the student in remembering the *pr* and *pl* series. If the *Right* hand be held up, with the first finger bent, the outline of *tr* will be seen; and if the *Left* hand be held up, in the same way, the outline for *tl* will be

seen. By turning the hand round to the following positions, all the straight forms of the *pr* and *pl* series will be illustrated by the first finger.



83. The stroke \swarrow *r* is not hooked initially, the characters \swarrow and \swarrow being employed for *w* and *y*.

84. The outlines formed by prefixing hooks to strokes should be called by syllabic names; thus, \swarrow should be named *per*, as heard in the words \swarrow *paper*, \swarrow *caper*, to distinguish the sign from \swarrow *p-r*, as in the word \swarrow *pair*; and \swarrow should be named *pel*, as heard in the words \swarrow *chapel*, \swarrow *couple*, to distinguish the sign from \swarrow *p-l*, as in the word \swarrow *pale*.

85. Vowels are read before or after these hooked forms as they are read before or after simple strokes; thus, \swarrow *pie*, \swarrow *ply*, \swarrow *apply*, \swarrow *eat*, \swarrow *eater*. These hooked signs can be used when preceding or following another stroke, as, \swarrow *plaque*, \swarrow *replica*; \swarrow *pretty*, \swarrow *Peter*.

Exercise 34.










l doctor, Dr., l dear, l during;
— call, — equal-ly.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Exercise 35.



1. Prison, prolong, breath, transit, acrimony, dreary, gracious, aggressive.
2. Plodder, bleats, bluster, classify, classes, cluster, globe, glasses, eagles.
3. Places, praises, preach, bleach, gloat, grotesque, Prague, plague.
4. Problem, triple, grapple, grabber, clapper, cripple, negroes, enclose, reply.

Exercise 36.

 apply,  people ;  by all,  able,
 belief-ve-d ;  at all,  tell,  till ;  deliver-ed-y.

1. *We should all look on-the bright side of-life and-have-the pleasantest of things to-tell at-all times.*
2. *It-is easy to be affable when-the skies are clear, but when-the storms appear they-make a notable difference to-many people.*
3. *We read of a celebrity who said, " Tell-me of-your joys ; I-have enough of-my-own troubles."*
4. *I believe this rule should-be followed by-all who desire to be happy.*
5. *Apply this to-your-life and-I believe you-will-be-able to bear any trouble you have or may have.*
6. *Thus, what at first appears a troublesome obstacle you-will grapple with readily, and chase away the shadows as-the sun dispels the mists.*
7. *Tell-me what your views are, and-I-will-tell-you if-you-may reasonably hope to succeed.*

Summary.








1. A small initial hook written with the Right Motion adds *r* to simple straight strokes except

2. A small initial hook written with the Left Motion adds *l* to simple straight strokes except

3. The hooked signs should be called by their syllabic names.






CHAPTER XIII.






INITIAL HOOKS TO CURVES.





86. A hook may only be attached to a curve by writing it inside the curve, though the hook may be made large or small as explained below.

R HOOK.







87. A small initial hook adds *r* to curves, as  offer,  author,  either,  usher,  measure,  calmer,  dinner.







88. *Shr* is generally written downward, but it may be written either upward or downward when following another stroke; thus,  masher,  pressure,  finisher,  lavisher,  crusher.





89. (a) *Ng* hooked for *r*  is used to represent the frequently occurring sounds *ng-ker*, *ng-ger*, as heard in  banker,  drinker,  linger,  finger.












(b) In such words as *singer* (sing-er), *wringer* (wring-er), the hooked form  is not employed, the suffix *-er* being expressed by  thus,  singer,  wringer.

L HOOK.

90. A LARGE initial hook adds *l* to curves; thus,  flap,  bevel,  Ethel,  solstitial,  camel,  panel.






91. *Shl* is generally written upward, but it may be written either upward or downward; thus,  *official*,  *peevishly*,  *potential*,
 *martial*,  *modishly*,  *primatial*.




Shl  (written upward) or  (written downward) if more convenient, is used for the word *shell* in a compound; thus,  *egg-shell*,  *sea-shell*.

92. The hooked form may be considered to represent a syllable in such words as  *terminus*,
 *Germany*,  *offerings*,  *thirsty*,
 *virtue*,  *adversity*,  *develop*,  *symbol*,
 *primeval*,  *hopeful*,  *joyful*.

93. Forms hooked for *l* may be used as follows:—

(a) *Vl*  in the termination *-ively*, as  *positively*

 *relatively*,  *exhaustively*,  *negatively*
 *sensitively*,  *attractively*.

(b) In a few words to represent consonants belonging to different syllables so as to avoid an awkward joining; thus,  *thinly*,  *briefless*,
 *enliverer*.

Exercise 37.

for ; over, ever-y, however ; other ;
valuation, evil.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

Exercise 38.

1. Friday, fraud, shrug, shrink, fisher, average, merce**R**, nerve, nervousness.
2. Flabby, flattest, flood, fledge, flounced, flotilla, flowed, Floyd, flounces.
3. Stiver, stifle, tanner, tunnel, Geoffrey, chivalry, dinner, rumour.
4. Conquer, linger, shelves, prudential, sea-shell, Marshall, slavishly.
5. Athletic, penal, penalty, bravely, sensitively, attractively, rightful, potential, tonsure.

Exercise 39.

1. *The owner of-the grocer's shop fell on evil times and-the cheese-monger bought the business at a low valuation, and was able to double the receipts in a year.*
2. *Cajolery is ever an evil, for it-is-the food of-pride which only desires to see no other image but its-own.*
3. *All-the power which we, in every case, exercise over others, rests on-the power we-have over ourselves.*
4. *However much you read, read-the oldest books: they-have-the approval of-time which conquers all, and-which we must obey.*
5. *This evil increased month by month, and however much they sought to stop it, the valuation of-the-property showed a decrease which led every investor to-regret he ever bought any shares.*
6. *Angles, Saxons and Jutes, each took a share of-our fair isle, and-the worshippers of-the mistletoe sought refuge in-the West, or fled to Brittany.*

Summary.

1. A small initial hook to curves adds *r* ; a large initial hook to curves adds *l*.
2. *Shr* and *shl* may be written upward or downward.
3. *Ng* hooked for *r* represents the sounds of *ng-ker*, *ng-ger*.
4. Hooked forms may be considered as representing syllables.

CHAPTER XIV.

INITIAL HOOKS TO CURVES.

ALTERNATIVE FORMS.

94. The strokes \backslash *r*, $)$ *s*, and $($ *l* are not hooked for the addition of *r* or *l*. The signs $\backslash \backslash$ are used as additional forms for *fr*, *fl*, and $))$ as additional forms for *thr*, *thl*, which, with the corresponding heavy strokes, have duplicate forms; thus,

$\backslash \backslash$ *fr*, $\backslash \backslash$ *vr*, $()$ *th r*, $()$ *th r*
 $\backslash \backslash$ *fl*, $\backslash \backslash$ *vl*, $()$ *th l*, $()$ *th l*






















The first sign of each pair is called a left curve, because it is struck with the Left Motion; the second sign of each pair is called a right curve, because it is struck with the Right Motion.





















95. The forms for *fr*, *vr*, *thr*, *THr*, *fl*, *vl*, *thl* are employed as follows:—









(a) When alone, the left curve is used if a vowel precedes, the right curve if a vowel does not precede; thus, \backslash *affray*, \backslash *fray*, \backslash *ether*, \backslash *three*; \backslash *aflow*, \backslash *flow*, \backslash *fly*, \backslash *flew*.





(b) When joined to another stroke, the form should be employed which gives the better joining; thus,

R FORMS: \backslash *Fred*, \backslash *average*, \backslash *fragile*,
 \backslash *froth*, \backslash *Etheridge*, \backslash *France*, \backslash *Frank*,
 \backslash *overweigh*; \backslash *verb*, \backslash *frock*, \backslash *frog*,

 *frame*,  *fresh*,  *frill*,  *friary*,
 *throb*,  *thirty*,  *thrive*,  *thermal*,
 *therein*,  *thrill*;  *Dover*,  *Jeffrey*;
 *coffer*,  *camphor*,  *loafer*,  *Danvers*,
 *weaver*,  *tether*. The logograms for *over*,
ever and *every* should be written in words like
 *overpaid*,  *everlasting*,  *everybody*.

L FORMS :  *flap*,  *flighty*,  *fledge*,
 *fluffy*,  *flinch*,  *flush*,  *floor*,
 *flail*;  *flock*,  *flog*,  *flame*;
 *arrival*,  *baffle*,  *muffle*,  *muffler*;
 *gruffly*,  *weevil*,  *inflexible*,
 *inflame*,  *rivalry*.

96. (a) Upward *sh* is used before the hooked forms *kr*, *kl*, *gr*, *mr*, and the right curves *fr*, *vr*; downward *sh* is written before the left curves *fl*, *vl*; thus,  *shaker*,  *shackle*,  *sugar*,
 *shimmer*,  *chauffeur*,  *shiver*;
 *shuffle*,  *shovel*.

(b) When following a straight downstroke which is initially circled or hooked, *sh* is generally written on the opposite side to such initial attachment; thus,  *spacious*,  *blush*,  *brush*,  *nutritious*.

Exercise 40.

from ; very ; through, threw ; they are,
 there, their ; more, remark-ed ; Mr., mere ;
 nor, in our, near.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Exercise 41.

1. Fro, offer, flew, throw, author, ether, three, fl**are**.
2. *Everybody*, Froude, Floyd, fragile, fledgeling, overreach, florid.
3. Freak, flake, framable, flimsy, friar**r**, flyer**r**, frill.
4. Frame, mover, muffler**r**, flung, scornful, flamingo, brimful.
5. Blusher, thrasher, enshroud, shaker, species, plush, brushing.

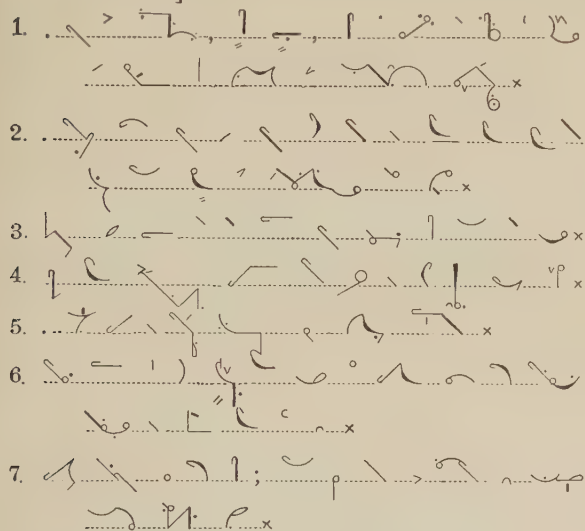
Exercise 42.

~~∞~~ principle-al ; ∞ liberty, ∞ member, remember-ed,
~~∞~~ number-ed ; ∞ try, ∞ truth, ∞ true ;
 ∞ Christian-ity, ∞ care.

1. *He took-the liberty of-testing-the principle in different ways.*
2. *The true Christian follows the truths of-Christianity and tries to care for-his fellow creatures.*
3. *Much of-the-progress in-these-days is due to-those now numbered with-the famous leaders of-the past, whose tombs, alas, are but seldom remembered.*
4. *We hope for a revival of-our business in South Africa on-the ar**rr**ival of-our Mr. Guthrie, who sails on-the " Flamingo " on-Friday.*
5. *In-our depôt near Denver we-have a very large stock of-silver which we hope to-make a factor in-our success this season.*
6. *Very properly a number of statues of-worthy members of-the race are to be-seen in-the principal thoroughfa**r**es of-our cities.*
7. *It-is-necessary for-you to-remember the side on which we write-the large and small circles, loops and H**oo**ks.*

Exercise 43.—Revisionary.

[Containing all the logograms given in Exercises 34 to 42 inclusive.]















8. *I-will give you till Wednesday to-try and secure the numbers of-the cheques.*
9. *We should tell-the truth at-all times, however, and-fear to seek success by any but true and right ways.*
10. *Through trials we reach liberty ; liberty for each person, and liberty for-the people at large.*
11. *If-this principle be remembered by-all, we-shall-have much more happy lives in-our-times.*
12. *If-you remember all-these logograms now, you-will save yourself much time and trouble.*
13. *I would advise you to-master them thoroughly as you proceed in-your study.*















Summary.







1. The forms for *fr*, *vr*, *thr*, *THr*, *fl*, *vl*, *thl* are used as follows :—
 - (a) If alone, the left curve is used when a vowel precedes, but the right curve when a vowel does not precede.
 - (b) If joined to another stroke, that form is used which gives the better joining.
2. Upward *sh* is written before *kr*, *kl*, *gr*, *mr*, and the right curves *fr*, *vr* ; downward *sh* is written before the left curves *fl*, *vl*.
3. *Sh*, following a straight stroke initially circled or hooked, is generally written on the side opposite to the initial attachment



CHAPTER XV.

CIRCLES AND LOOPS TO INITIAL
HOOKS.












97. (a) The circles *s* and *sw* and the loop *st* are prefixed to the straight strokes which are hooked for *r*, by writing the circle or loop on the same side as the hook, that is, with the Right Motion, so that the circle or loop includes the *r*, as  *pry*,  *spry*,  *tray*,  *stray*,  *crew*,  *screw*;  *eater*,  *sweeter*;  *utter*,  *stutter*,  *ochre*,  *stoker*.




(b) The circle may be taken to include the hook *r* in words like  *prosper*,  *destroy*,  *cork-screw*, where there is no angle between the straight strokes; but when a circle and hook *r* occur medially at an angle, both circle and hook must be shown; thus,  *pastry*,  *besieger*;  *extra*,  *gastric*,  *offspring*,  *ancestry*,  *nostrum*,  *mystery*,  *lisper*,  *reciter*,  *wiscacres*.









(c) The method of writing *skr* and *sgr* after the strokes *t* and *d* is shown in the following examples, the circle being written with the Left Motion:—
 *tacker*,  *tasker*,  *degree*,  *disagree*,
 *digress*,  *disgrace*.






(d) When *skr* occurs after *p* or *b*, the hook *r* may be omitted ; thus,  *prescribe*,  *subscriber*.




98. (a) The circle *s* is prefixed to curves which are hooked for *r* by writing the circle inside the hook ; thus,






 *inner*,  *sinner* ;  *dinner*,  *designer* ;
 *suffer*,  *savour*,  *soother*,  *summer*,
 *deceiver*,  *dulcimer*,  *prisoner*.

(b) *St* and *sw* cannot be prefixed to curves hooked for *r*. In such cases, therefore, these combinations are written as in  *stiver*,  *swimmer*,  *steamer*.

99. (a) The circle *s* is prefixed to all strokes which are hooked for *l*, by writing the circle inside the hook ; thus,  *ply*,  *supply*,  *able*,  *sable*,
 *addle*,  *saddle*,  *seclude*,  *civil*.

(b) When a circle and hook *l* occur medially both circle and hook must be shown ; thus,  *possible*,
 *pedestal*,  *disclose*,  *exclaim*,
 *explicit*.

(c) In a few cases where the medial *l* hook cannot be clearly shown, the separate strokes are written, as in  *forcible*,  *unsaddle*,  *musical*.

(d) *St* and *sw* cannot be prefixed to strokes hooked for *l*. In such cases, therefore, these combinations are written as in  *stable*,  *stickle*,  *stifle*,
 *swaddle*,  *swivel*.

Exercise 44.

 strength ; surprise ; surprised.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.

Exercise 45.

1. Set, setter, settle, stab, stabber, sable, sweet, sweeter, sweetly, seek, seeker, sickle.
2. Supreme, sublime, cider, sidle, sacred, seclude, stickle, steeple, stragglers.
3. Traceable, disclosure, plausible, classical, distressed, extremity, Tasker, task, sway.
4. Suffers, simmers, sinners, peacefully, explosive, expels, risible, rasper.
5. Disgraces, discloses, prescribes, crossways, fosseway.

Exercise 46.

*ſ chair, ʃ cheer; ʒ larger, ʒ journal;
 ʃ children; ʒ largely; ʒ sure; ʒ pleasure;
 ʒ initial-ly-ed.*








1. *There-was a loud cheer when our member took-the chair at-the first annual gathering on-Saturday last.*
2. *He-is a lover of children and-takes much-pleasure in-the-society which exists for their physical growth, and-which owes its success very largely to-his insight and-his masterly sway.*
3. *A larger-number of people are taking up-the cause and are eager to spread more and more the influence of-the-society.*
4. *In-his speech our member remarked, " If-you-can get-the children to-employ their spare time aright, you-will exterminate many of-the evils of to-day."*
5. *Our local journal gives-the speeches in full, and-I-am-sure you would enjoy reading them.*
6. *I-think-you-will agree-with me the initial proceedings passed off most happily.*




Summary.







1. The circles *s* and *sw* and the loop *st* are prefixed to the straight strokes hooked for *r*, by writing the circle or loop with the Right Motion.
2. The circle includes hook *r* when there is no angle between straight strokes, but when a circle and a hook *r* occur at an angle both circle and hook must be shown.
3. The circle in words like *tusker* and *disgrace* is written with the Left Motion; but when *skr* follows *p* or *b*, the *r* is omitted.
4. Circle *s* is prefixed to curves hooked for *r* by writing the circle inside the hook.
5. Circle *s* is prefixed to all strokes hooked for *l* by writing the circle inside the hook.
6. Neither the *sw* circle nor the *st* loop can be written inside an initial hook.
7. When a circle and hook *l* occur medially, both the circle and the hook must be shown.








CHAPTER XVI.




N AND F HOOKS.









100. A small final hook, struck by the Right Motion , adds *n* to all straight strokes ; thus,  *Ben*,  *tone*,  *chain*,  *coin*,  *rain*,  *hone*.







101. The hook which represents *r* at the beginning of a straight stroke, and that which represents *n* at the end, are both struck by the Right Motion ; thus,  *brain*,  *train*,  *crane*.







102. A small final hook, written inside the curve, adds *n* to all curved strokes ; thus,  *fain*,  *thin*,  *assign*,  *shine*,  *moon*,  *lean*.




103. A small final hook, struck by the Left Motion , adds *f* or *v* to all straight strokes ; thus,  *buff*,  *tough*,  *chafe*,  *cave*,  *rave*,  *hive*.







104. The hook which represents *l* at the beginning of a straight stroke, and that which represents *f* or *v* at the end, are both struck by the Left Motion ; thus,  *bluff*,  *cliff*,  *glove*.


105. There is no *f* or *v* hook to curves ; therefore the stroke *f* or *v* must always be employed if *f* or *v* follows a curved stroke. The following pairs of words illustrate this :  *fine*,  *five* ;  *line*,  *live* ;  *nine*,  *knife* ;  *moon*,  *move*.







106. A hook at the end of an outline is always read *last*; as,  *pen*,  *puff*,  *fun*; therefore, when a word ends with a vowel, a stroke must be written and not a hook, as  *penny*,  *puffy*,  *funny*.









107. The hooked forms *ln* and *shn* when joined to another stroke may be written upward or downward; thus,  *gallon*,  *melon*;  *fallen*,  *aniline*;  *situation*,  *extenuation*.

108. The *n* and *f* hooks may be employed medially when they join easily and clearly with the following stroke; thus,  *plenty*,  *agent*,  *suddenness*,










 *punish*,  *painful*,  *defence*,  *divide*,  *refer*,  *graphic*. If these outlines are


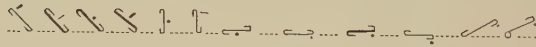

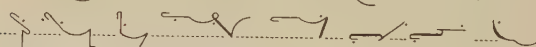








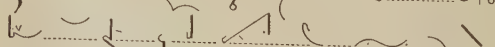
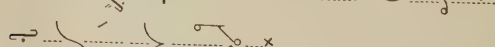

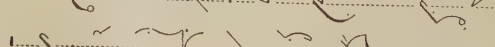
compared with the following, it will be observed that a stroke is often used medially in preference to a hook in order to secure more facile outlines, or for purposes of distinction:  *brandy*,

 *agency*,  *suddenly*,  *pronounce*,  *painless*,  *reviewer*,  *gravity*.

109. The final syllable *-ner* is represented by  when following any stroke except the straight up-strokes, in which case hook *n* and downward *r* are written; thus,  *opener*,  *joiner*,  *keener*,  *liner*; but  *runner*,  *winner*,  *yawner*.

Exercise 47.












 happen,  upon;  been;  had been,
 done,  down;  general-ly,  religion;
 religious.

1. 
2. 
3. 
4. 
5. 
6. 

7. 

8. 

9. 


10. 


Exercise 48.


1. Pine, puff, bone, beef, Dane, dove, chain, achieve, taken, cough, wane, wave, hone, huff.
2. Prone, reproof, brief, plain, patron, retrieve, crone, cleave, grave, glean.
3. Fain, revive, ocean, shave, balloon, bailiff.
4. Rain, rainy, fan, Fanny, nave, navy, snuff.
5. Planets, phantom, devote, divest, mandoline, benzoline, extenuation, tanner, adorne**R**.

Exercise 49.

 often,  Phonography ;  heaven, have been ;
 within ;  southern ;  northern ;  approve,
 behalf,  above ;  advantage,  difficult.

1. Every difficult task should-be of advantage to us and-provoke us to strive to-gain heaven, and even to attain a degree of-bliss upon earth.
2. We often injure the truth by-the manner of-our defence of-it.
3. We-think-the attractiveness of-the vacancy may have-been-the cause cf-the rush, and many of-the-men are able to-write at a high speed in Phonography.
4. Southern South America has an immense rain-fa**LL** and-this with-its other advantages makes it a rival of-many foreign states which ship produce from their shore**S**.
5. The Amazon in northern South America is a mighty river whose vast vo**LU**me is due to-the tropical deluges of-the rainy season.
6. On behalf of-our principal, Mr.-Brown, we approve of-the above repair**S** at Fern Lodge, and we-shall-be-pleased to-have them done within-the next few days.

Summary.

1. A small final hook struck by the Right Motion adds *n* to straight strokes.
2. A small final hook struck by the Left Motion adds *f* or *v* to straight strokes.
3. A small final hook adds *n* to curves.
4. There is no *f* or *v* hook to curves.
5. When a word ends with a vowel a final stroke must be used.
6. When joined to other strokes, *ln* and *shn* may be written either upward or downward.
7. Hooks *n*, *f* or *v* may be used medially where an easy and legible joining is secured.
8. The final syllable *-ner* is represented by  when following any stroke except the straight upstrokes.





















CHAPTER XVII.










CIRCLES AND LOOPS TO FINAL
HOOKS.
















110. The circles *s* and *ses* and the loops *st* and *str* are added to the hook *n* attached to a straight stroke by writing the circle or loop on the same side as the hook, that is, with the Right Motion, as

Dan, *dance*, *dances*, *danced*, *Dunster* ;
pen, *pens*, *expense*, *expenses* ;
spin, *spins*, *spinster*, *spinsters* ;
glen, *glens*, *glances*, *glanced* ;
dispense, *dispenses*, *dispensed*.

111. The small circle (representing the sound of *z*) is added to the hook *n* attached to curves by writing the circle inside the hook ; thus, *fine*, *fines* ;
vines, *frowns*, *thrones*, *shines*,
balloons, *earns*, *zones*, *mines*,
nines, *lawns*. The effect of the preceding rule is that the hook *n* and the small circle attached to a curve represent in all cases the *heavy* sound of *nz*, as in the words *fens* (*nz*), *vans* (*nz*), *Athens* (*nz*), *zones* (*nz*), *shines* (*nz*), *shrines* (*nz*), *moans* (*nz*), *nouns* (*nz*), *loans* (*nz*), *earns* (*nz*).

112. Where the light sound of *ns* follows a curve, as in the word *fence*, it is expressed by ; thus,  *fence*,  *evince*,  *lance*,  *mince*,  *thence*,  *nonce*. The effect of this rule is that the construction of outlines is regular in all related words of this class, so that the writing and transcription of the forms are facilitated; thus,  *fence*,  *fences*,  *fenced*,  *fencing*;  *mince*,  *minces*,  *minced*,  *mincer*,  *mincing*;  *evince*,  *evinces*,  *evinced*,  *evincing*.

113. The circle *s* is added to the hook *f* or *v* by writing the circle inside the hook; thus,  *puff*,  *puffs*,  *caves*,  *waves*,  *heaves*,  *operatives*,  *observes*,  *archives*,  *sheriffs*.

114. When *ns* or *nz* occur medially both letters must be shown, as in the words  *pensive*,  *density*,  *chancel*,  *Johnson*,  *cancer*,  *cleanser*,  *fencer*,  *immensity*,  *rancid*,  *ransack*,  *wincer*,  *lonesome*,  *ransom*,  *winsome*,  *hansom*.

Exercise 50.












out of ; which have ; who have ;
 one ; opinion.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Exercise 51.

1. Spoons, tunes, trains, sixpence, sixpences, dispensed, rinse, rinses, rinsed.
2. Chase, chains, Jane's, Jennie's, transit, dynasty, puss, puns, punster, pennies, Pennistone.
3. Fans, shuns, talons, cannons, moans, moves.
4. Proves, troughs, dives, achieves, coves, raves.
5. Essence, essences, Vince, vines, nines, nonce.
6. Announces, announced, **R**omances, **R**omanced.

Exercise 52.

 signify-ied, significant ;  significance ;
 circumstance,  circumstances ;  balance,
 balances,  balanced ;  deliverance ;
 at once ;  suggestion ;  suggestive.


1. Mess**R**s. Dunster and Bannister, of Swindon, on-your suggestion, have signified their readiness to-take-the balance of-the preserves on offer to-them ; and-we-shall at-once despatch the cases.
2. The silence of-the garrison is at-once significant and suggestive, we fear**R**, but their deliverance may-be nearer**R** than we imagine.
3. The significance of-the circumstance came to-the young barrister sudden**L**y, and he at-once signified his acceptance of-the case for-the defence.
4. I-think your customer**R**s have a grievance, and-if-you wish to equal your returns of-last-year you-must remember-the different circumstances now prevail**L**ing and make some allowance to-them.
5. When next you have to administer a rebuke, remember-the most significant factors in life are often-the least noticeable, and so exercise prudence.

Exercise 53.—Revisionary.

[Containing all the logograms given in Exercises 44 to 52 inclusive.]

1. *There-is on_Ly one opinion as-to-the excellence of-your Ir_Rish poplins, and-we-fee_L sure the chances of success are largely in-your favour.*
2. *If-the deal in Northern and Southern Pacifics turns out profitably, you-will-be surprised, and pleased to devote-the balance at-once to clear_R off-the deficit on-the rubber sha_Res.*
3. *I happen to know Mr. Luff's views upon general religious principles, and-it-will-be a pleasure to-me to _Listen to-his address on-the deliverance of-the Chosen People, and-the significance of religion and-the belief in heaven in olden times.*
4. *Their initial surprise having-been overcome, the council_L, on behalf of-the general members, signified their approval of-the-proposed changes in-our journal in a most significant fo_Rm.*
5. *It-is above all to-your advantage to-get out of-the difficult circumstances in-which-you have-been placed, and which-have given your principal such trouble and annoyance.*
6. *The larger pier_R is within easy distance of-our house, and on-your suggestion, we-shall often take-the children and sit on-the deck chairs to _Listen to-the cheerful strains of-the or_Rchestra.*
7. *We hope you approve of-the enclosed sample of coffee which-is of-the strength we usually supply to-our custo_Rmers.*
8. *The young cler_Rk, who writes Phonography in a manner suggestive of a thorough training, had-been to-the office, and had done his task for-the day, when-he-was sudden_Ly stricken down,*





Summary.

1. A circle or loop is added to hook *n* attached to straight strokes by writing the circle or loop on the same side as the hook.
2. Circle *s* is added to the *f* or *v* hook attached to straight strokes, and to *n* hook attached to curves, by writing the circle inside the hook.
3. The light sound of *ns* after a curve is expressed by the sign  *ns*.
4. The heavy sound of *nz* after a curve is expressed by the circle *s* written inside the hook *n*.
5. A large circle or a loop cannot be written inside a hook.





CHAPTER XVIII.







THE SHUN HOOK.









115. The termination *-tion*, also variously spelt *-sion*, *-cian*, *-tian*, *-sian*, etc., occurs in over 2,000 words, and is pronounced *shun* or *zhun*.

116. This sound is represented by a large hook which is written inside curves; thus,  *session*,  *motion*,  *fusion*,  *vision*.

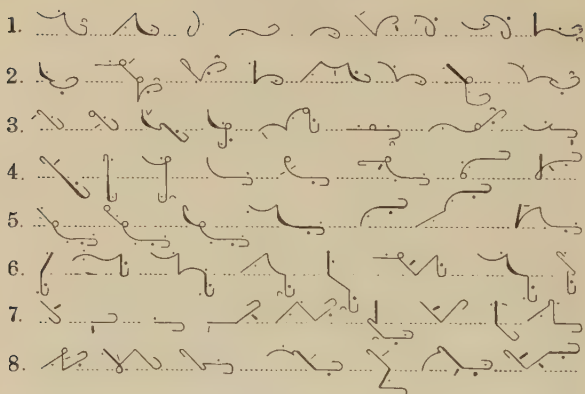
117. When the *shun* hook is added to a straight stroke having an initial attachment (circle, loop or hook), it is written on the side opposite to the initial attachment in order to preserve the straightness of the stroke. In the case of a straight stroke without an initial attachment, the *shun* hook is generally written on the side opposite to the last vowel, so as to indicate that vowel. Therefore, the *shun* hook is written:—

(a) On the side opposite to an initial attachment when added to a straight stroke; thus,  *citation*,  *oppression*,  *dissuasion*,  *aggregation*;






(b) On the side opposite to    (up) when added to *k* or *g* following these curves; thus,  *affection*,  *vacation*,  *legation*;

(c) On the side opposite to the last vowel when added to a straight stroke without an initial attachment, except in the case of *t*, *d*, *j*, after which strokes the *shun* hook is written on the right-hand side; thus,  *passion*,  *option*,  *occasion*,  *peroration*,  *Persian*; but  *partition*,  *gradation*,  *logician*.



Exercise 54.










Exercise 55.











 *subjection*;  *subjective*;  *generation*;
 *signification*;  *information*.





1. *The exultation of Thomas Goschen is due to-his having won the Punshon Prize at-the entrance examination.*
2. *This information has-been given to-the nation in-the daily press, and-his people already discuss-the signification of-this award, and live in-the expectation of-his rising to-the top of-his profession.*
3. *Exception is taken by his relations to-his subjection to subjective studies.*
4. *His daily devotion to physical exercises, which-are such a fascination to-this generation, seems an ample precaution against any possible prostration in-his case.*



118. When *shun* follows the circle *s* or circle *ns*, it is expressed by a hook written on the opposite side to the circle and with the same motion ; thus,  *ds-shun*,  *dns-shun*.

(a) A third-place vowel between the circle and the *shun* hook is expressed by the vowel-sign being written outside the hook ; thus,  *position*,  *physician*,  *transition*.

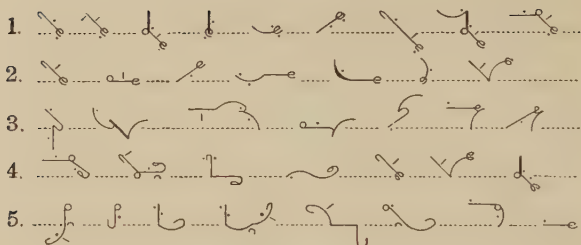
(b) When the hook is left unvocalized a second-place vowel is to be read between the circle and *shun* ; thus,  *possession*,  *accession*,  *sensation*,  *dispensation*. First-place vowels do not occur between the circle and *shun*.

119. The *shun* hook may be used medially ; thus,  *additional*,  *actionable*,  *devotional*,  *optional*,  *positional*,  *transitional* ; and the circle *s* may be added to the hook ; thus,  *fashion*,  *fashions* ;  *supposition*,  *suppositions*.

120. When a diphthong and a vowel occur immediately before *shun*, the stroke *sh* and the hook *n* must be written ; thus,  *extenuation*, but  *extension* ;  *intuition*, but  *notation*.

This does not apply to such words as  *punctuation*,  *perpetuation*, where, in order to avoid an awkward outline, the large hook may be taken to represent *-uation*.

Exercise 56.



Exercise 57.

⌒ satisfaction; *⌒* justification; *⌒* generalization.



1. Africa is still the least known division of-the globe, although a portion of-it was-the cradle of civilization.
2. In some portions there-are heavy rains followed by a profusion of vegetation; in others devastation and starvation follow a succession of dry seasons.
3. Its partition among-the nations of Europe has led to-the emigration to-its shores of large-numbers of foreigners.
4. With no pretence of justification the natives have often been driven from their traditional occupations.
5. We may make a generalization, and say, missionaries of religion like David Livingstone, and missionaries of commerce like Cecil Rhodes, have-done much for-the elevation of-the natives.
6. With some satisfaction we-have a vision of Africa in generations to-come in-which we see-the exaltation of-its people among-the nations of-the earth.














Summary.





1. A large hook represents the sound *shun* or *zhun*, and is written :—
 - (a) Inside curves ;
 - (b) Opposite to the initial attachment of a straight stroke ;
 - (c) Opposite to the curves *f*, *v* and upward *l* when added to *k* or *g* following these curves ;
 - (d) Opposite to the last vowel when added to straight strokes without an initial attachment ;
 - (e) On the right-hand side of *t*, *d*, or *j* without an initial attachment.
2. Third-place vowels between a circle and *shun* are expressed by a dot outside the hook ; a second-place vowel between the circle and *shun* is indicated by leaving the *shun* hook unvocalized.
3. The *shun* hook may be used medially.
4. The circle *s* may be added to the hook.
5. With a few exceptions the *shun* hook is not employed when a diphthong and a vowel occur immediately before *shun*.




CHAPTER XIX.

THE ASPIRATE.





121. Besides the two alphabetic forms the aspirate is expressed by a downward tick, the lower part of the downstroke , thus, , and by a dot.






122. (a) The downward tick *h* is only used *initially*, and it is always read first in the outline. It is prefixed to the strokes     and to any straight downstroke hooked for *r*; thus,  *Hesse*,  *hazy*,  *ham*,  *hail*,  *hear*,  *hocper*,  *heater*,  *hatcher*,  *hedger*.




(b) Tick *h* is prefixed to  and  only when they are followed by a final vowel, as  *hussy*,  *huzza*.

(c) Though the tick is only used for the initial *h* of a word, it may be employed in phraseograms, as in  *for whom*,  *of her*,  *to her*.





123. The dot which represents *h* is placed before the vowel which is to be aspirated, and is used to obtain an easy outline:—





(a) Medially in  *apprehend*,  *apprehensive*,  *perhaps*,  *vehicle*;




(b) Medially, also, with few exceptions, in endings like *-ham*, *-head*, *-hill*, *-hole*, *-hood*, as in  *Wrexham*,  *hogshead*,  *downhill*,  *loophole*,  *manhood*;

(c) Initially in words derived from the grammalogues *happy*, *happen*, *half*, *heaven*, *hand*; thus,  *happily*,  *happening*,  *handy*.









124. The downstroke  is used:—






(a) When *h* stands alone, as in  *hay*; in compounds of such words, as in  *haystack*; and in derivatives of the word *high*, as in  *highly*,  *higher*;







(b) When *h* is followed by — or — as in  *hawk*,  *hawking*,  *hog*,  *hoggishly*;






(c) Generally when *h* follows a horizontal, as in  *cohere*,  *mahogany*,  *unhook*.

125. The upstroke *h* is written in all cases other than those enumerated in the preceding paragraphs. Hence, the upstroke *h* is written:—

(a) When *h* is followed by a circle, loop or hook, as in  *hose*,  *husk*,  *hisses*,  *hissing*,  *hoist*,  *hewn*,  *hove*,  *Henry*;

(b) When *h* is followed by the curves *n* or *ng*, or an initially hooked horizontal, as in  *honey*,  *hung*,  *hackle*,  *hawker*,  *hammer*;

(c) When *h* is followed by a straight upstroke, or by a downstroke other than those named in paragraph 122 (a); thus,  *harrow*,  *hearth*,  *hop*,  *hid*,  *heath*,  *hush*;

(d) Generally when *h* follows a downstroke or a straight upstroke, as in  *upheave*,  *behead*,  *adhesive*,  *Jehovah*,  *weigh-house*.

126. (a) When *h* follows another stroke, the circle of the *h* must be so written that it cannot be read as the circle *s*; thus, *exchequer*, but *cohere*; *observe*, but *behave*.

(b) After initial or the downward *h* is written with its circle inside the curve; thus, *Soho*, *Sheehy*. When *s* and *h* occur medially, the *s* is shown by enlarging the circle of the *h*, as in *Fitzhugh*, *racehorse*.

Exercise 58.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

Exercise 59.

1. Hussy, home, hall, hallow, hire, hurry, hopper, Hebrews, Hebrides, hotter, hydrogen, hatcher.
2. Head, axehead, hole, airhole, Bingham, freehold, uphill, girlhood, handscrew, half-time.
3. Hack, hackney, Hawkins, hoax, hog, hoggish, mohair, cohesion, anyhow.
4. Habitation, haughty, hide, hatch, heavy, hyphen, here, hero, hurries, heron.
5. Hustle, hassock, host, hone, heave, hovel, hagggle, hawker, hence, heaves.
6. Deserve, behoof, absorb, boyhood, warehouse, Soho, Fitzhenry, Soham.

Exercise 60.

Dear Henry,

My brother Horace and-I have-had a long holiday with our relations at Birmingham, Hull and Halifax, and-we-have only come home to Hanley to-day. At Birmingham we paid a hurried visit to Cannon Hill Park and Aston Hall, and stayed over Sunday in Harborne with Mr. and Mrs. Holmes. From Hull we sailed with cousin Harry to Grimsby to-get a glance at our gracious sovereign who-was on a brief visit to open-the Immingham Docks. Halifax, the name of-which-is said to-mean "Holy Face," is on-the Hebble, and hills almost wholly encircle it. Here we had a fine game at hockey. We hope to-reach Hexham on-Saturday, when-we-shall-have a long talk with you.

Yours affectionately,

Hugh Heskins.






Summary.







- | | | |
|------------------------------|---|---|
| 1. Tick <i>h</i> is used | { | <p>(a) Before <i>s, z, m, l, r</i>. (The word SMALLER forms a useful mnemonic.)</p> <p>(b) Before straight downstrokes hooked for <i>r</i>.</p> |
| 2. Dot <i>h</i> is used | { | <p>(a) Medially as an alternative to the stroke.</p> <p>(b) Initially in the derivatives of a few grammalogues.</p> |
| 3. Downward <i>h</i> is used | { | <p>(a) When standing alone, in compounds of words written with the downstroke, and in the derivatives of <i>high</i>.</p> <p>(b) Before <i>k</i> and <i>g</i>, and generally after a horizontal.</p> |
| 4. Upward <i>h</i> is used | { | <p>(a) When followed by a circle, loop, or hook.</p> <p>(b) When followed by <i>n</i> or <i>ng</i>, or an initially hooked horizontal.</p> <p>(c) When followed by a straight upstroke, or by a downstroke other than <i>s, z, r</i>, and generally when following a downstroke or a straight upstroke.</p> |





CHAPTER XX.


UPWARD AND DOWNWARD R.

127. When there are alternative stroke forms for representing a consonant, two broad principles govern the choice of sign :—(a) Easiness of outline ; (b) Vowel indication. If these two principles are kept in mind in studying this and the next chapter, the rules will be readily understood.

128. WHEN *R* IS THE ONLY STROKE IN AN OUTLINE. (a) When not initially circled or looped the downward form is written if a vowel precedes, and the upward form if a vowel does not precede ; thus,  *air*,  *airy*,  *ray* ;  *airs*,  *rays* ; hence, an initial downward *r* generally indicates a preceding vowel, and an initial upward *r* generally indicates that *r* commences the word ;

(b) When initially circled or looped the downward form is written if a vowel does not follow, and the upward form if a vowel follows ; thus,  *sore*,  *sorrow* ;  *store*,  *story*,  *stern*,  *siren*.

129. WHEN *R* IS THE FIRST STROKE IN AN OUTLINE. (a) The downward form is written if a vowel precedes, the upward form if a vowel does not precede ; thus,  *orb*,  *rob* ;  *arena*,  *rainy* ;



(b) Either form of initial *r* is written, and vowel indication is ignored, rather than that an awkward outline should be employed :—(1) Always upward *r* before *t*, *d*, *ch*, *j*, *th*, *TH*, *w*, *kl*, *gl* ; thus,  *irritation*,

.....*Rotation*;*Arid*,*Arid*;*Urge*,*Ridge*;
*Earth*,*Arthington*;*Oracle*,*Irwin*;

(2) Always downward *r* before *m*; thus,
*arm*,*ram*;*sermon*,*ceremony*.









130. WHEN *R* IS THE LAST STROKE IN AN OUTLINE. (a) The downward form is written if no vowel follows, the upward form if a vowel follows; thus,*pair*,*perry*;*car*,*carry*;

(b) After two downstrokes, the second of which is not *f* or *v*, the upward *r* is written; thus,*prepare*,*Shakespeare*, but*pinafore*;


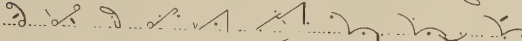
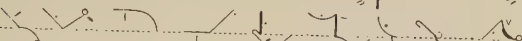





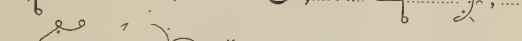

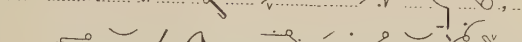

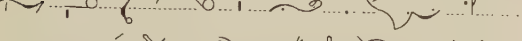
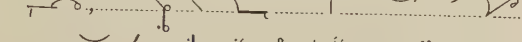

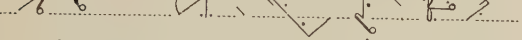


(c) Either form of final *r* is written, and vowel indication is ignored, rather than that an awkward outline should be employed:—(1) Always upward *r* after a single straight upstroke; thus,*roar*,*weir*,*yore*; *rer* following a straight upstroke is expressed by; thus,*rarer*,*wearer*; (2) Always upward *r* after a curve and a circle like  or  and after straight horizontals or upstrokes circled for *s*; thus,*professor*,*dispenser*,*racer*,*closer*;

(d) When *r* follows another stroke and is hooked finally, it is generally written upward; thus,*spurn*,*serve*,*portion*.

131. WHEN *R* IS A MEDIAL STROKE IN AN OUTLINE it is generally written upward, but either

form is used to secure a good joining; thus,
 park,  parsnip,  terrify,
 mark;  clerk,  cleric,  form,
 roared.

Exercise 61.

1. 
2. 
3. 
4. 
5. 
6. 

7. 

8. 

9. 



10. 



Exercise 62.

1. Ear, re, ire, era, erase, raise, sires, series.
2. Ark, rack, argue, rug, oracle, artisan, arch, aroma, roam, early, rule, ermine.
3. Pairs, Paris, clear, Clara, dabbler, disperse, satisfier, accuser, answers.
4. Glazer, grazer, rare, careers, mirror, worn, tariff, adjourn, extortion, enumeration.
5. Torch, caravan, birth, pardon, tyranny, spark, lurk, lyric, Cork, Carrick.

Exercise 63.






1. Washington Irving *was an American by birth, though he passed most of his life in Europe.*
2. *In his early youth he was looked upon as a dreamer, chiefly from his dislike of study because of his poor health.*
3. *At nineteen he began to read law, but, in the hope of increasing his physical strength, he was induced to set out on a tour to the towns of Bordeaux, Marseilles, Rome and Paris.*
4. *During a sojourn in Spain he produced stories which were the first to reveal to his numerous readers the rich stores of Spanish romance.*
5. *Rip Van Winkle, whose error was an insuperable aversion to all forms of profitable labour, is one of the best studies in Irving's literary gallery.*
6. *His graceful style and purity of language have given him a foremost place among American authors.*
7. *To-day his books are read as widely as ever, and his literary fame is secure for all time.*





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



- | | | |
|---|---|---|
| 1. When <i>r</i> is the only stroke in an outline | { | <p>(a) If not initially circled or looped, it is written downward if a vowel precedes, upward if a vowel does not precede.</p> <p>(b) If initially circled or looped, downward if a vowel does not follow, upward if a vowel follows.</p> |
| 2. When <i>r</i> is the first stroke in an outline | { | <p>(a) Downward if a vowel precedes, upward if a vowel does not precede.</p> <p>(b) Upward before <i>t, d, ch, j, th, TH, w, kl, gl</i>; downward before <i>m</i>.</p> |
| 3. When <i>r</i> is the last stroke in an outline | { | <p>(a) Downward if no vowel follows, upward if a vowel follows.</p> <p>(b) Upward after two downstrokes, the second of which is not <i>f</i> or <i>v</i>.</p> <p>(c) Upward irrespective of vowels, rather than an awkward outline.</p> <p>(d) Generally upward when hooked and following another stroke.</p> |
| 4. When <i>r</i> is a medial stroke, it is written either upward or downward, whichever gives the better outline. | | |








CHAPTER XXI.






UPWARD AND DOWNWARD L.









132. WHEN *L* IS THE ONLY STROKE IN AN OUTLINE it is always written upward; thus,  *ale*,  *sales*,  *steals*,  *swollen*,  *solution*.




133. WHEN *L* IS THE FIRST STROKE IN AN OUTLINE. (a) It is generally written upward; thus,  *loud*,  *aloud*;  *legal*,  *lisp*.







(b) When *l* is preceded by a vowel and is followed by a horizontal stroke, not circled or hooked initially, it is written downward; thus,  *elk*,  *Lecky*;  *alum*,  *lamb*.

(c) When *l* precedes a circle and a curve, it is written with the same motion as the circle and curve; thus,  *Lucific*,  *elusive*,  *lesson*,  *losing*,  *listener*,  *lesser*,  *lissom*.









134. WHEN *L* IS THE LAST STROKE IN AN OUTLINE. (a) It is generally written upward; thus,  *jolly*,  *galley*,  *mill*,  *puzzle*,  *trial*.

(b) After the signs    or a straight upstroke, *l* is written downward if no vowel follows, and upward if a vowel follows; thus,  *full*,  *fully*;  *scale*,  *scaly*;  *rally*.




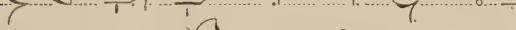

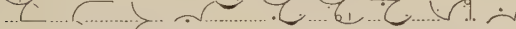
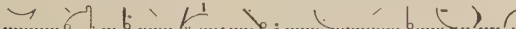
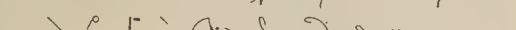
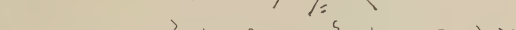


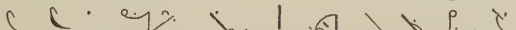

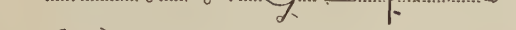

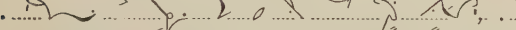


(c) After the strokes *n* and *ng*, *l* is written downward; thus,  *Nell*,  *Nelly*;  *wrongly*.

(d) After a curve and a circle, *l* follows the same motion as the circle; thus,  *fossil*,  *thistle*,  *nasal*,  *Kingsley*;  *Cecil*,  *muscle*.

135. WHEN *L* IS A MEDIAL STROKE IN AN OUTLINE it is generally written upward, but either form is used to secure a good joining ; thus,

 *yelp*,  *filch*,  *golf*,  *unload*,
 *realm*,  *volume*,  *column*,  *calamity*.

Exercise 64.

1. 
2. 
3. 
4. 
5. 
6. 


7. 


8. 



9. 







Exercise 65.

1. Lie, lies, sly, slice, slices, steel, stolen, swallow, swallows, losses, lotion, solutions.
2. Alps, lapse, lisps, Alaska, loth, loafer, lore, Laura, locker, lusty, latch, ledge.
3. Alack, lack, allocation, location, license, Allison, Lessing, lozenge, allonge, lessor.
4. Bale, billow, towel, dial, delay, chill, chilly, goal, gaol, sickly, file, Filey, veal, villa, dwell.
5. Canals, denial, frowningly, vessel, profusely, consul, loosely, mussel, saucily.
6. Tulip, envelope, unlucky, lucky, milling, pulling, spelling, sculling.

Exercise 66.

1. National life *was in full tide at-the close of-the long reign of Elizabeth.*
2. *The relief which-was brought by-the defeat of-the Armada was followed by an era of literary activity full of-life.*
3. Shakespeare's matchless tragedies of " Othello " and " King Lear " belong *to-this-time, and likewise the songs and essays of Spenser and Sidney.*
4. *In-the daily life of-the nation, our age and-the Elizabethan show many changes which come out strikingly in relation to educational policy.*
5. *Then they believed it-was folly for children to-leave-the occupation of-their predecessors, or to aspire to a higher sphere of-life.*
6. *To-day we-think-it wise to-give educational facilities to all alike, making it possible for those in a low social scale to-rise to one above.*








Summary.









1. When *l* is the only stroke in an outline { It is written upward.
 - (a) Generally upward.
 - (b) Downward when preceded by a vowel and followed by a horizontal stroke not circled or hooked initially.
 - (c) In the same direction as the circle and curve it precedes.
2. When *l* is the first stroke in an outline {
 - (a) Generally upward.
 - (b) Downward after   and a straight upstroke if no vowel follows, upward if a vowel follows.
 - (c) Downward after the strokes *n*, *ng*.
 - (d) In the same direction as the curve and circle it follows.
3. When *l* is the last stroke in an outline {
 - (a) Generally upward.
 - (b) Downward after   and a straight upstroke if no vowel follows, upward if a vowel follows.
 - (c) Downward after the strokes *n*, *ng*.
 - (d) In the same direction as the curve and circle it follows.
4. When *l* is a medial stroke, it is written either upward or downward, whichever gives the better outline.












CHAPTER XXII.










COMPOUND CONSONANTS.



136. The signs for the representation of the compound consonants are formed as follows:—












137. (a) A *large* initial hook adds *w* to — and — ; thus,  *kw* (kwā), and  *gw* (gwā), as in the words  *quick*,  *guava*. After *kw* downward *l* is written if no vowel follows, upward if a vowel follows, as in  *quill*,  *quilly*. Circle *s* may be prefixed, as in  *squall*.



















(b) *Enlarging* the initial hook of  indicates the addition of the aspirate, thus,  *wh* (hwā), as in the words  *whip*,  *whirl*. Compare  *ware*,  *where*;  *weasel*,  *whistle*.








(c) A *small* initial hook to  indicates *w*; thus,  *wl* (wel); and a *large* initial hook to  indicates *wh*, thus,  *whl* (hwel). Both *wl* and *whl* are vocalized in the same way as  *sl*; thus,  *sill*,  *Willie*,  *whale*,  *Whaley*. This initial hook must be read first. Therefore, if a vowel precedes *wh*,  must be written, as in  *awhile*.

(d) *Thickening* a downward *l* adds *r*, thus,  *lr* (ler), which form may represent the syllables *ler*, *lar*, *lor*, *lour*. This sign is written in accordance with the rules for the use of downward *l*; as in the words  *full*,  *fuller*;  *scholar*,  *councillor*,  *valour*; but  *boil*,  *boiler*;  *mill*.

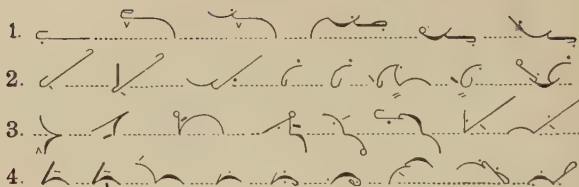
The sign  may not be used if a vowel follows, as in  *foolery*.

(e) *Thickening*  adds *er* only, thus,  *rer*. This form is used for the syllable *rer* in the derivatives of words taking downward *r*, as  *bare*,  *barer*;  *sharer*,  *fairer*. If a vowel other than *e* occurs between the two *r*'s, or if a vowel follows the second *r*, the separate signs must be employed, as in  *career*,  *orrery*. Tick *h* may be attached to  as in  *hirer*,  *hearer*.

(f) *Thickening*  adds *p* or *b*, thus,  *mp* (*emp*) or *mb* (*emb*), as  *pomp*,  *bamboo*. A vowel may precede or follow the sign; thus,  *impose*,  *emboss*; but the sign cannot be employed if a vowel occurs between the two consonants; thus,  *mop*,  *mob*. This sign may be initially hooked for *r*, or finally hooked for *n* and *shun*; thus,  *scamper*,  *dampen*,  *ambition*. When *r* or *l* immediately follows *mp* or *mb*, the sign for the compound consonant is not used; thus,  *empress*, but  *emperor*;  *employ*, but  *impel*. Tick *h* may be attached to , as in  *hemp*,  *humbug*.

138. Any of these signs for the compound consonants may be used medially, if a good joining results; thus,  *exquisite*,  *sanguinary*,  *nowhere*,  *unwieldy*,  *cogwheel*,  *scholarly*,  *shampooed*.

Exercise 67.



Exercise 68.

whether, whither; will; while;
important-ance, improve-d-ment;
impossible, improves-ments.

1. *The flower which-is impressed on-the stamps of-the Japanese Empire, is-the national emblem.*
2. *The rivers of Japan are too impetuous to be of any importance for navigation, but they provide ample power for machinery almost everywhere.*
3. *There-are lakes with very impressive scenery, and-the hills which encircle them are well-known for their bamboo grass and wealth of gay lilies.*
4. *Moths and butterflies of exquisite colours may-be-seen by-the traveller go whither he will; while, as you-may-be aware, mosquitoes are a pest.*
5. *Whether we visit-the noisy thoroughfares of-the cities, or-the quieter villages, numerous temples arrest the eye at every turn.*
6. *Many important improvements are taking place in Japan, and-it-is-impossible for-the impartial observer to fail to be an admirer of-its aspiring people.*

Summary

1. Table of compound consonants :—



















<i>Character.</i>	<i>Name.</i>	<i>Letters.</i>	<i>As in</i>
⌒	kwā	QU	quick, request
⌒	gwā	GU	guava, lingual
✓	hwā	WH	where, every- where
⌒ (up)	wel	WL	wail, unwell
⌒ (up)	hwel	WHL	whale, mean- while
⌒ (down)	ler	LR	feeler, scholarly
⌒ (down)	rer	RR	poorer, sharer
⌒	{emp} {emb}	MP, MB	camp, embalm














2. ⌒ and ⌒ are vocalized like ⌒ *sl*.
3. *Ler* and *rer* are used where downward *r* and downward *l* respectively may be used, but neither ⌒ nor ⌒ may be written if a vowel follows *r*.
4. ⌒ cannot be used when *r* or *l* immediately follows *mp* or *mb*, or if a vowel occurs between *mp*, *mb*.













CHAPTER XXIII.

THE HALVING PRINCIPLE. (*Section 1.*)

139. The halving principle explained below provides a simple means of indicating the very frequently occurring letters *t* and *d*, in accordance with the following rules:—

140. (a) Light strokes are made half their usual length to indicate the addition of *t*; thus,  *ape*,  *aped*;  *pay*,  *pate*;  *mow*,  *moat*;  *spy*,  *spite*;  *pray*,  *prate*,  *prates*;  *fry*,  *fright*;  *fly*,  *flight*;  *stray*,  *strait*,  *straits*.

(b) Heavy strokes are made half their usual length to indicate the addition of *d*; thus,  *ebb*,  *ebbed*;  *bee*,  *bead*;  *ease*,  *eased*;  *sob*,  *sobbed*;  *grey*,  *grade*,  *grades*;  *swagger*,  *swaggered*.

(c) Vowel-signs to halved forms are read next to the primary stroke; thus,  *off*,  *oft*;  *fee*,  *feet*;  *glue*,  *glued*;  *seeker*,  *secret*; and circle *s* at the end of a halved stroke is always read last, that is, after the *t* or *d* indicated by halving; thus,  *coat*,  *coats*;  *street*,  *streets*.

(d) A stroke may be halved for either *t* or *d*:
(1) When it has a final hook or a finally-joined diphthong, the *t* or *d* being read immediately after

the hook or diphthong, as in ... \searrow *paint* or *pained* ;
 ... \downarrow *tents* or *tends* ; ... \rightarrow *cautioned* ; ... \nearrow *mounts*
 or *mounds* ; ... \searrow *Prout* or *proud* ; ... \downarrow *doubt* ; and
 (2) Generally in words of more than one syllable,
 as in \nearrow *rapid*, \nearrow *rabbit*, \searrow *supplied*.

141. (a) A final vowel must be preceded by a full stroke ; thus, ... \searrow *pit*, \searrow *pity* ; ... \dashv *guilt*,
 ... \nearrow *guilty* ; ... \dashv *greed*, \dashv *greedy* ; ... \searrow *Nat*, \dashv *natty*.

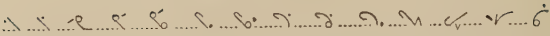



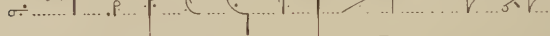

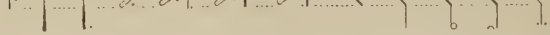
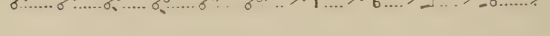
(b) When a triphone immediately precedes *t* or *d*, the halving principle is not employed ; thus, ... \searrow *fiat*, ... \dashv *quiet*, ... \dashv *diadem*.

(c) The *t* or *d* is also written fully for the sake of distinction in a few other words ; thus, ... \dashv *sacred*, to distinguish from ... \dashv *secret*, ... \searrow *inevitable*, to distinguish from ... \searrow *unavoidable*.

142. (a) Half-length *h* standing alone with or without a final circle or hook, is always written upward ; thus, ... \searrow *height*, ... \searrow *heights* ; ... \searrow *hunt*, ... \searrow *hunts* ; ... \searrow *haft*, ... \searrow *hafts*.

(b) The half-length *r* [\nearrow] must not be written alone, or with final circle *s* only [\nearrow] added ; therefore, in such words as ... \nearrow *right*, ... \nearrow *rights*, the stroke *t* must be written. The reason for this is to prevent clashing between *rt* and the sign for *and* or *should*, and between *rts* and the sign for *and-is*. Such words as ... \searrow *rents*, ... \searrow *riffs*, are written with a half-length form.

Exercise 69.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 

Exercise 70.

..... quite, .. — could ; accord-ing, according to, cart,
 ... — cared ; guard, ... — great ; ... — greatest ;
 called, ... — equalled, cold ; ... — gold.

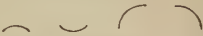













1. Our new cold storage business *has-been-the* greatest success, *and-the-profits* have quite equalled those of-last-year.
2. According-to all accounts there-is a great demand for nut butters at-present, but it-is difficult to see where-the attraction is for-the British investor.
3. We-are of-one accord as-to-the excellence of-the article in-the "Scotsman," which shows how-the present increase in-the gold supply affects the prices of all food-stuffs.
4. The dealer called on us last night, and-said he could quote us a good-price for-the cart and-the guards if-we cared to-sell them.












Summary.







1. Light strokes are halved to indicate the addition of *t*; heavy strokes are halved to indicate the addition of *d*.
2. Vowel-signs to halved forms are read next to the primary stroke.
3. A stroke may be halved for either *t* or *d*:—
(*a*) When it has a final hook or a finally-joined diphthong; (*b*) Generally in words of more than one syllable.
4. The halving principle is not applied when a word ends with a vowel, when *t* or *d* is immediately preceded by a triphone, and in a few other cases where the fuller form is necessary to secure distinction of outline.
5. Half-length *h* standing alone, with or without a final circle or hook, is always written upward; half-length upward *r* must not be written alone, or with a final circle *s* only added.





CHAPTER XXIV.












THE HALVING PRINCIPLE. (Section 2.)











143. (a) The four strokes  which are halved to express the addition of *t*, are also halved and thickened to indicate the addition of *d*; thus,  *md*,  *nd*,  *ld* (down),  *rd*, as in the words  *mate*,  *made*;  *aimed*,  *timid*;  *neat*,  *need*,  *end*;  *old*,  *aired*.
















(b) The form  occurring alone must not be circled, looped or hooked, nor may the tick *h* be prefixed to the sign; therefore,  *old*, but  *sold*,  *styled*,  *hold*; the sign  when standing alone may have an initial attachment, as in  *sword*,  *sward*,  *stirred*,  *herd*,  *herds*.








(c) The forms  *ld*,  *rd*, are not used if a vowel comes between *l-d* or *r-d*; thus,  *pallid*, but  *paled*;  *tarried*, but  *tarred*.





144. (a) The signs  *ler*,  *rer*, are never halved to represent the syllables *-lerd*, *-rerd* respectively, because the forms   are used for representing *ld*, *rd*, as explained in the preceding paragraph.






(b) The strokes  *mp*,  *mb*,  *ng* cannot be halved for the addition of either *t* or *d*, unless they are hooked initially or finally; thus,  *impute*,  *imbued*,  *belonged*; but  *hampered*,  *rampart*,  *lingered*,  *impugned*,  *dampened*








145. (a) *Rt* is generally written upward; thus,  *part*,  *dart*,  *fort*; and *lt* is written upward, except after *n*, *ng*; thus,  *belt*,  *melt*,  *quilt*, but  *knelt*,  *ringlet*; *lt* is written downward after *w*, if no vowel follows the *l*; thus,  *dwelt*,  *twilight*.








(b)  *Lt* and  *rt* may be used medially and finally for *ld* and *rd* respectively, when it is not convenient to write  and ; thus,  *quarrelled*,  *lard*,  *coloured*,  *geared*,  *officered*,  *preferred*;  *mild*, but  *mildly*,  *mildness*;  *cord*, but  *cordage*.





(c) The sign  may be used for the syllables *ward*, *wart*, *wort*, as in  *forward*,  *stalwart*,  *mugwort*; the sign  may be used for the syllable *yard*, as in  *brickyard*,  *sailyard*.















(d) After the *shun* hook,  *st* may be written downward or upward; thus,  *protectionist*,  *progressionist*,  *liberationist*.

146. STROKES OF UNEQUAL LENGTH. (a) Two strokes of unequal length must not be joined unless there is an angle at the point of junction, or unless, in the case of curves, the difference of thickness clearly shows the inequality of length; thus,  *tacked*,  *intent*,  *ford*,  *named*. If neither of these conditions is present, a fuller outline must be written, as in  *propped*,










 judged,  fact,  looked,  minute,
 fagged,  thickened,  dwarfed.

(b) Half-sized *t* or *d* is always disjoined when immediately following the strokes *t* or *d*; thus,  attitude,  treated,  dreaded,  credited. The half-sized stroke is also disjoined in a few other cases, as  aptness,  tightness,  hesitatingly.

(c) In past tenses *-ted* or *-ded* is always indicated by half-length *t* or *d* respectively; thus,  parted,  braided,  coated,  graded.

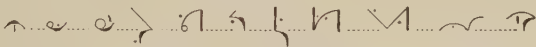







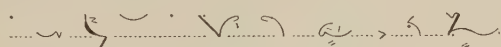


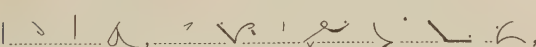

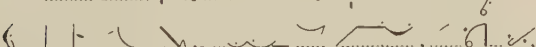




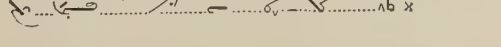
(d) When the past tense *-ted* or *-ded* is immediately preceded by *n* or *f*, the hook *n* or *f* is written only when a decidedly better outline is thereby secured; thus,  plant,  planted;  draft,  drafted;  front,  fronted; but  print,  printed;  acquaint,  acquainted;  rent,  rented;  waft,  wafted.

147. The halving principle is employed in phraseography as follows:—

(a) For the word *it*, as in  if *it*,  if *it is*;
 (b) *not*, as in  *I am not*,  *you may not*,  *I will not*;
 (c) *word* and *would* by  as in  *this word*,  *we would be*; and (d) in a phrase like  *at all times*.

Exercise 71.

cannot; gentleman, gentlemen; happened;
particular, opportunity; child; not.

1. 
2. 
3. 
4. 
5. 
6. 
7. 
8. 


9. 
10. 

11. 

12. 

13. 


Exercise 72.

1. Amid, signed, doled, dazzled, sailed, heard.
2. Collide, colt, borrowed, bored, thronged.
3. Impede, dreamed, scampered, conquered.
4. Quilt, quilled, sunlight, answered, glared.
5. Reward, toothwort, dockyard, salvationist.
6. Chatted, treated, pathetic, flared, deadness.
7. Liken, likened, exported, shunted, trended.

Exercise 73.

... build-ing, able to ; ... told, tell it, till it ;
 ... tried, ... trade ; ... towards ; ... chaired,
 ... cheered ; ... had not, do not ; ... did not ; ... that,
 ... without ; ... you are not ; ... you were not.

1. *We-shall-be-able-to erect the building in-time for-the Trade Exhibition towards-the end of next year, according-to our promise.*
2. *You-are-not wrong in supposing that-the-machine is an infringement of-our patent, and-we-shall certainly take proceedings against them without delay to-prevent any encroachment on-our rights.*
3. *You-were-not told-the syndicate will build the hall and appoint you resident secretary.*
4. *He tried to-find out if-it-were possible to-have-the estimate revised, but he did-not hope for any great reduction.*
5. *We-think we-have a legal right to-the sole use of-this-word as our trade-mark, and shall defend our right till-it is decided otherwise by-the law of-the land.*
6. *I heard them tell-it to-the hero who-was chaired, while-the crowd cheered, and-the band played, " See-the conquering hero comes."*

Exercise 74—Revisionary.

[Containing all the logograms given at the head of Exercises 55-73 inclusive.]

1. *A generalization on a particular subject may give satisfaction sometimes, but very often it-has-no justification in fact.*
2. *You-should take-the opportunity of attending this important gathering, as you would-be-able-to acquire a great-deal of information on-the subjection of-this-nation.*
3. *Its signification to-this generation is that-it illustrates the necessity for taking action for-the improvement of-the people.*
4. *The society's results have cheered us, for they have-not-been equalled by other bodies which cared for-the poor during-the cold season.*
5. *Issues of-the greatest importance depend on whether Mr. Watson will succeed at-the by-election at Sheffield, whither I go on-Saturday according-to present arrangements, and-I hope to see him chaired.*
6. *The guard could-not enlighten-the detectives, who called-upon him, on-the robbery of-the gold, for all he told them was already known.*
7. *Towards-the end of-the autumn the building-trade happened to be very brisk and well ahead of-the average of-the last few years.*
8. *We certainly tried to-finish the cart by-the time you-required it, but, while we did our utmost, it-was quite impossible.*
9. *Those-who-have made a subjective study of child life admit that present methods are-not in-accord with-the views of-the best educationists.*
10. *We-cannot hope to-mix with gentlemen if-we-are without-the-manners of a gentleman.*

Summary.













1. The four strokes \frown \smile \frown \smile are halved and thickened for the addition of *d*.
2. The thickened forms \frown \smile are not used if a vowel comes between *l-d*, *r-d*.
3. *Ler* and *rer* are never halved; *mp* and *ng* may be halved when initially or finally hooked.
4. *Rt* is generally written upward; *lt* is written upward, except after *n*, *ng*; after *w* *lt* is written downward if no vowel follows *l*.
5. *Lt* and *rt*, both upward, may be used medially and finally for *ld* and *rd* respectively.
6. The terminations *ward*, *wart*, *wort* may be expressed by \swarrow and *yard* by \nearrow .
7. The half-length \rangle *st* may be written downward or upward after *shun*.
8. Two strokes of unequal length must not be joined unless there is an angle at the point of junction, or unless, in the case of curves, the difference of thickness clearly shows the inequality of length.
9. Half-sized *t* or *d* is always disjoined when immediately following the strokes *t* or *d*.
10. In past tenses *-ted* or *-ded* is always indicated by half-length *t* or *d* respectively.
11. When the past tense *-ted* or *-ded* is immediately preceded by *n* or *f*, the hook *n* or *f* is written only when a decidedly better outline is thereby secured.
12. The halving principle is used in phraseography to represent *it*, *not*, *word*, *would*.

















CHAPTER XXV.




THE DOUBLING PRINCIPLE.













148. The halving principle is employed for the indication of the letters *t* or *d*. The doubling principle, that is, the writing of a stroke twice its usual length, is used for the indication of an added *syllable* or *word*.







149. Strokes are doubled in length to indicate the addition of the syllables *tr*, *dr* or *THr* :—











(a) Curves, as in  *fie*,  *fighter*;  *flow*,  *float*;  *matter* or *madder*;  *shutter* or *shudder*;  *ardour*.  *father*. The rule may be extended to such words as  *central*,  *enteric*,  *tartaric*,  *federal*;







(b) Straight strokes initially circled or finally hooked, or with a finally-joined diphthong, or when following another stroke, as in  *sceptre*,  *spider*,  *sector*,  *scatter*;  *pointer*,  *ponder*;  *pewter*,  *powder*;  *nectar*,  *debater*,  *foreboder*; but  *gather*,  *weather*,  *patter*,  *patters*,  *platters*.

(c) Words with the light sound of *thr* are written with the hooked form, as in  *Arthur*,  *anther*,  *panther*.





150. (a) The stroke *l*, standing alone, or with only a final circle attached, is doubled for *tr* only; thus,  *later*,  *letters*; but  *older*,  *leather*,  *Luther*. With this exception *l* is doubled to indicate the additions enumerated in par. 149; thus,  *slider*,  *holder*,  *lender*,  *slender*,  *bolder*,  *milder*,  *wash-leather*.

(b) The sign  is doubled in length to indicate the addition of *r*; thus,  *mpr*, *mbr*, as in  *pamper*,  *timber*; but when finally hooked it may be doubled in length for *dr*, as in  *impounder*,  *imponderable*.











(c) The sign  is doubled in length to indicate the addition of *kr* or *gr*; thus,  *ng-kr*, *ng-gr*, as in  *shrinker*,  *longer*. It is, however, generally more convenient to use the hooked signs  and  for verbs, because these forms can be readily halved to represent the past tense; thus,  *scamper*,  *scampered*;  *conquer*,  *conquered*.

(d) The hooked forms  and  may be doubled in length for the addition of the syllable *er*; thus,  *lumber*,  *lumberer*;  *linger*,  *lingerer*.









(e) A stroke which may be doubled for the addition of *tr*, *dr*, *THr*, may be doubled for the addition of *-ture* in common words where there is no likelihood of the added syllable being read as *-tor*; thus,



 *feature*,  *signature*,  *debenture*,
 *picture*.

151. When the present tense of a verb is written with the doubling principle, the past tense is written with the halving principle; thus,

 *matter*,  *mattered*;  *slaughter*,
 *slaughtered*;  *pamper*,  *pampered*;
 *tender*,  *tendered*;  *render*,  *rendered*.






152. (a) A final vowel cannot be immediately preceded by a double-length form; thus,



 *flatler*, but  *flattery*;  *winter*, but
 *wintry*;  *sunder*, but  *sundry*;
 *feather*, but  *feathery*.

(b) Circle *s* at the end of a double-length character is read *last*; thus,  *feather*,  *feathers*;

 *tender*,  *tenders*;  *rafter*,  *rafters*.

153. In accordance with the preceding rules, the doubling principle is employed in phraseography for the indication of the words *their*, *there*; thus,

(a) In stroke logograms, as in  *in*,  *in their*;
 *upon their*,  *can be there*,  *has to be there*;

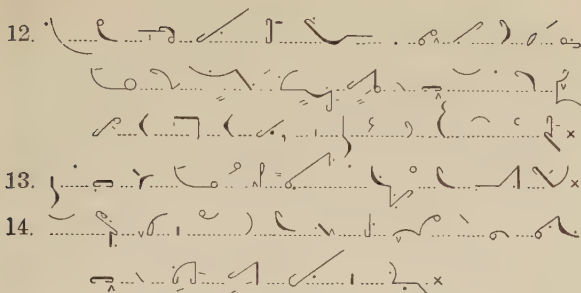
(b) In outlines that are not logograms, as in  *I have seen their*,  *to make their*.

Exercise 75.

... therefore ; ... sent ; ... met, ... meeting ;

... third ; ... short ; ... spirit ; ... somewhat.







- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.



Exercise 76.

1. Flatter, thither, aster, voters, enters, neuter, shooter, sorters.
2. Fender, lavender, shedder, feeders, godfather, Netherlands.
3. Anthers, Arthur's, centralisation, dysenteric, federalist.
4. Bidder, spider, better, plotter, spotter, sector, painter, winter, detractor, curator, amateur.
5. Litre, litres, louder, Lowther, builder, cylinder, gilder, chambermaid, distemper, sinker, singer, hunger, hungered, hanger, whimperer, conqueror.
6. Picture-frame, adventure, adventuresome.
7. Mutter, muttered, wanderer, wandered, temper, tempered, alter, altered, shatter, shattered.
8. Pander, pantry, seconder, secondary, voter, votary, hunter, huntress, cinder, cindery, enter, entry.
9. *I-take, I-take-their, I-will-be, I-will-be-there, you-will-have-seen, you-will-have-seen-their.*

Exercise 77.

 hand,  under ;  yard,  word ;
 rather, writer ;  wonderful-ly.

1. *We-have to hand a copy of-the-price-lists of Messrs. Crowder and Chater, wholesale agents, of Potter's Yard, Sunderland, and it gives us pleasure to indicate some of-their leading features of motor cycle equipment for next season.*
2. *A new centring belt drill is sure to-receive favourable criticism, and also a belt cutter which takes-the form of a guillotine, under which name it-is-known and sold.*
3. *In-their-new speedometer the indicator can-be readily reset, and a model is also made to-give speeds in kilometers per hour.*
4. *A well-known writer on motors speaks rather favourably of-these speedometers which he-thinks are wonderful value for-the money.*
5. *Another feature is an exhaust siren which-can-be fitted to any machine, and-which-has a note like-the ordinary mouth siren, but naturally much louder.*
6. *Protectors made of-wood, for valves and plugs, and a leather waist belt form-their very-latest additions, and no words of-ours can praise them too highly.*
7. *There-is a tool bag provided with a patent spring clip, and a weatherproof black leather case with lamp and reflector.*
8. *We-have-seen-their excellent range of tubular spanners which telescope into one another, and a tommy bar is carried in-the-centre.*
9. *Finally, we must mention a new petrol filter, a solar generator, and a novel lamp holder.*





Summary.





1. Doubling of strokes is applied
 - (a) To curves, and to straight strokes circled initially, hooked finally, with a finally-joined diphthong, or following another stroke, for *tr*, *dr*, *THr*.
 - (b) To *l* alone, or with only a final circle attached, for *tr* only.
 - (c) To *mp* for *r*; to *ng* for *kr*, *gr*; to *mpr*, *ngr*, for *er*.
 - (d) To a few common words in *-ture*.
2. When the present tense form of a verb is written with the doubling principle, the past tense form is written with the halving principle.
3. A final vowel cannot be immediately preceded by a double-length form; a circle *s* at the end of a double-length form is always read last.
4. In phraseography, stroke logograms and outlines that are not logograms are doubled for the addition of *their*, *there*.



CHAPTER XXVI.


VOCALIZATION OF DOUBLE CONSONANTS.






154. The forms hooked for *r* or *l* provide very compact and legible outlines, and on this account they are very largely used. In paragraph 92 it is stated that these hooked forms may be considered as representing syllables in such words as *terminus*, *thirsty*, *develop*, where the syllables contain a second-place short dot vowel. It is, however, frequently an advantage to use the hooked forms when vowels, other than second-place short vowels, intervene between a consonant and *r* or *l*, the intervening vowels being indicated as follows :—










155. (a) An intervening dot vowel, long or short, is indicated by writing a small circle after the hooked form; thus,  *darkness*,  *gnarl*,  *carpet*,  *mutineer*.








(b) An intervening stroke vowel or a diphthong is expressed by striking the sign through the hooked form in the first, second, or third vowel-place, according to the vowel or diphthong to be expressed; thus,  *culture*,  *portray*,  *vulnerable*,  *temperature*.



(c) When an initial or final hook or circle would interfere with the intersection of the vowel-sign, the latter may be written at the beginning of the stroke for a first-place vowel or diphthong, and at the end for a third-place vowel or diphthong, thus,  *dormant*,  *regulation*; also, when the

general rule of placing the circle is awkward of application, the circle may be written before the stroke; thus,  *flashily*.

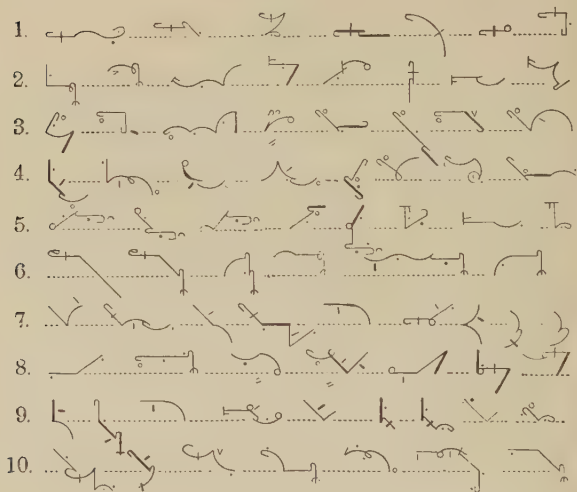
156. (a) With the exception of a few words such as  *nurse*,  *curve*, the initially-hooked strokes are not used in monosyllables when *r* or *l* is separated from the preceding consonant by a vowel; thus,  *pair*,  *deer*,  *pale*.

(b) The consonants *chr*, *jr*, *vr*, *mr*, *nr*, *tl*, *dl*, *chl*, *jl*, *vl*, *shl*, *nl*, as in *germ*, *mercantile*, *telephone*, *delicate*, *Chelsea*, etc., do not occur initially in English without an intervening vowel, which is generally the short vowel *ĕ*; therefore, the hooked forms for these combinations may be used initially and left unvocalized in such words without loss of legibility; thus,  *germ*,  *mercantile*,  *telephone*,  *delicate*,  *Chelsea*, When, however, a diphthong, or a vowel other than *ĕ* intervenes, the hooked forms are vocalized, as  *chilblain*,  *tolerable*,  *nullify*,  *divulge*.

(c) It will generally be more convenient to employ the initially-hooked forms in words of three or more consonants; thus,  *perturb*,  *experiment*,  *pyramid*,  *categorical*,  *allegorical*,  *hemisphere*,  *forgery*.

(d) The methods of vocalizing the double consonants provide the writer with an additional means of distinguishing words in *-tor* from words in *-ture*; thus,  *captor*,  *capture*.

Exercise 78.



Exercise 79.

1. Garden, charm, sharpen, cartridge, scrutineer, palpitation, pilgrimage, telegraph.
2. Culvert, burglar, discourse, curtains, before, culminate, recourse, morality.
3. Puncture, imposture, formerly, nursery.
4. Calculation, shorten, Norman, enormous.
5. Per, permit, curb, carbons, scar, scare, scurry.
6. Vale, filter, filature, revolter, reveal, rifle.
7. Cultivate, colonization, carpenter, department, engineering, fur, furnace.
8. Barometer, kernel, pyramid, tolerance, church, purple, fixture, dell, delegate, pore, porcelain, shell, oyster-shell.

Exercise 80.

...e— school, ...e— schooled.

1. George *the Third* was known as “Farmer George,” and in early life *he-was-not* well schooled in important-matters *for-his* tutors were *of-the* wrong school of-thinkers for educating a future king.
2. Thackeray says *they* might have improved the prince’s taste and taught his perceptions some generosity, *but he did-not* delight in studies calculated to develop *his* mind.
3. Lord North was one *of-the* King’s chief ministers *for-many-years*, during which time we lost the American colonies, largely owing *to-the* intolerance *of-the* monarch.
4. Bonaparte’s challenge *to-the* liberty *of-the* nations of Europe called forth enormous sacrifices from our forefathers, until the famous Corsican was incarcerated in St. Helena.
5. *In-the* course *of-this* political ferment the records of-history furnish us with numerous names and events, the recollection *of-which* fills our hearts with a national pride. The battles *of-the* Nile and Trafalgar; the death of Moore at Corunna; and-the culmination of Wellington’s triumphs—*all-these* and many more tell *of-the* courage of great leaders and brave men belonging *to-the* nations of Europe.
6. The absence of so-many men on naval and military duties laid the chilling hand of poverty *on-the* land; corn was above eighty shillings per quarter; and-the-turmoil of riots followed the invention of machinery due *to-the* experimenting *of-some of-the* cleverest engineers *of-the* age.

Summary.

1. An intervening vowel between a stroke and a hook *r* or *l* is shown as follows :—
 - (a) Dot vowels, by a small circle placed after the hooked form.
 - (b) Stroke vowels and diphthongs, by intersecting the sign, or writing it at the beginning or end of a form.
2. With few exceptions the separate strokes are written for monosyllables.
3. The hooked forms are used initially for syllables and generally in words of three or more consonants.
4. Pairs of words ending in *-ture* and *-tor* are distinguished by writing the hooked form for those ending in *-ture*.

CHAPTER XXVII.

DIPHONIC OR TWO-VOWEL SIGNS.

157. In many words two vowels occur consecutively, each being separately pronounced. To represent these, special signs have been provided called *diphones* (from the Greek *di* = double, and *phōnē* = a sound). In most instances, the first of the two consecutive vowels is the more important, and therefore the diphonic sign is written in the vowel-place which the first vowel would take if this occurred alone, that is, if it were not followed immediately by another vowel. The method of using the *diphones* is explained in the following rules.

158. The *diphone* \vee is written as follows:—

(a) In the first vowel-place to represent the vowel *ah* or *ă* and any vowel immediately following; thus,

\vee sahib, \vee Judaism, \vee ultraist;





(b) In the second vowel-place to represent *ā* or *ē*, and any vowel immediately following; thus,










\vee layer, \vee laity, \vee betrayal, \vee surveyor;










(c) In the third vowel-place to represent *ē* or *ī* and any vowel immediately following; thus,

\vee real, \vee reality, \vee re-enter, \vee amiable,
 \vee meander, \vee geography, \vee geographical,
 \vee champion, \vee heaviest, \vee burying,
 \vee glorious, \vee creator, \vee creation, \vee serial,
 \vee serious.





























































159. The *diphone* ¹ is written as follows:—

(a) In the first vowel-place to represent *aw* and any vowel immediately following; thus,  *flaw*y,  *draw*er,  *draw*ings,  *caw*ing;

(b) In the second vowel-place to represent *ō* and any vowel immediately following; thus,  *show*y,  *bestow*al,  *poet*,  *poet*ical,  *coerc*ion,  *coinc*ide,  *coinc*ident,  *hero*ic,  *hero*ism;

(c) In the third vowel-place to represent *ōō* and any vowel immediately following; thus,  *bru*in,  *brew*ery,  *Louis*a,  *Lewis*,  *tru*ant,  *Druid*,  *Druid*ical,  *shoe*ing,  *halloo*ing.

Exercise 81.

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-          
-          
-          
-          
-          

- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

Exercise 82.

1. Serai, bayonet, Judaic, payable, prosaic, clayey, purveyor, gaiety.
2. Agreeable, theatre, deity, theory, reinvest, re-enter, theoretical, Crimea, Judea, hurrying, varying, wearying, journeying.
3. Experience, oblivion, odium, illustrious, acquiesce, appreciation, lenient.
4. Coalesce, knowable, lowest, sower, poetry, stoic, egoism, billowy.
5. Fluid, fluent, shoeing, permeate, theist, atheist, undoing.

Exercise 83.

1. Meteorites or aërolites, masses of mineral matter *which-have* reached the earth's surface from outer space, are among-the mysterious things of science.
2. *There-are* many theories as to-their origin, a brilliant Austrian being-the first to-suggest a volcanic origin; and certainly when-we-think of-the effects of-the activities of Vesuvius, we-can appreciate his arguments, though they-have-been disputed by eminent authorities.
3. Among-the elements found in meteorites are aluminium, calcium and magnesium, and-these aërial visitors are almost invariably covered with a crust such-as would-be due to-the intense heating of-the-material.
4. At Mecca, in Arabia, there-is a stone said to be of meteoric origin, built into-the corner of-the shrine towards which-the Mahometans turn when at prayer.

Summary.

Position	Value of the Diphone ↘	Position	Value of the Diphone ↗
1	<i>ah</i> or <i>ǎ</i> + any vowel	1	<i>aw</i> + any vowel
2	<i>ā</i> or <i>ě</i> ditto	2	<i>ō</i> ditto
3	<i>ē</i> or <i>ĩ</i> ditto	3	<i>ōō</i> ditto

CHAPTER XXVIII.





W AND Y DIPHTHONGS.




160. When the sound of *w* or *y* (or *ĩ*) is followed by a vowel, long or short, and a *diphthong* is formed, it is represented by a small semicircle; thus,




wah	⌢	waw
wā	⌢	wō
wē	⌢	wōō




yah	⌢	yaw
yā	⌢	yō
yē	⌢	yōō


161. The semicircle is written in the place which the vowel forming the second element in the diphthong would take if it occurred alone; thus,

 Zouave,
  assuage,
  sea-weed,
  chamois,



 misquote,
  lamb's-wool,
  Spaniard,


















 spaniel,
  yearling,
  Avignon,















 million,
  misyoked,
  question,







 accuse.

162. (a) The semicircle is employed to represent a *diphthong* only, as in *spaniel*, where the *ĩ* and *ē* are combined into the sound of *yē*; thus, *span-yel*. Further examples are the following: *poniard* = pon-yard, *bullion* = bull-yun, *fustian* = fust-yan, *banian* = ban-yan, *dominion* = do-min-yun, *pavilion* = pa-vil-yun.




(b) The semicircles and their uses will be better remembered if the student observes that the SIDES of the circle  represent the *w* diphthongs, and the lower and upper halves  represent the *y* diphthongs.





163. The initial use of these signs is not recommended except in a few cases to avoid a long or an awkward outline, as in  *Yarmouth*,  *Euphrates*,  *eureka*,  *usury*; and in  *work* and  *worm* and their derivatives, and in the compounds of *with*, as in  *withdrawal*,  *withstood*,  *withal*,  *withhold*. In other cases the strokes *w* or *y*, or the joined signs, as indicated in the following paragraph, should be used. Hence we write  *weep*,  *unit*,  *Wednesday*,  *Euston*,  *Yule*,  *yield*,  *yearn*.

164. (a) The right semicircle for *waw* or *wö* may be joined to —       as in  *walk*,  *warm*,  *warn*,  *water*,  *watcher*,  *washer*,  *Walmsley*,  *wampum*.


















































































(b) The right semicircle is also prefixed to — —   as an abbreviation for *w*; thus,  *woke*,  *wig*,  *women*,  *Wimpole*.

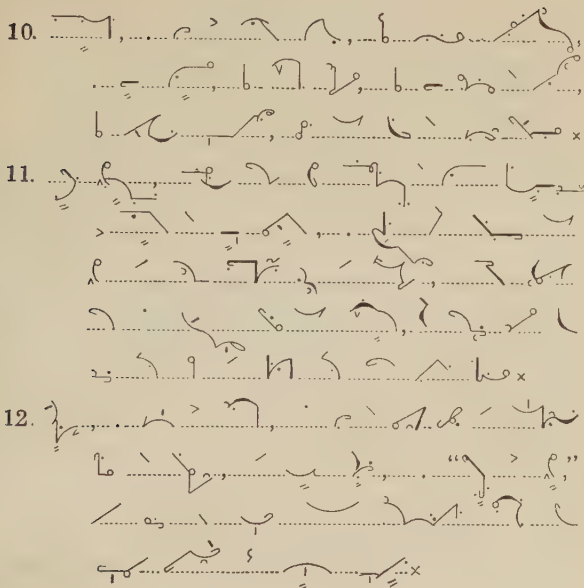
(c) In proper names, the left semicircle is prefixed to downward *l*, as an abbreviation for *wi*; thus,

 *William*,  *Wilks*,  *Wilson*.

165. The joined initial semicircle is always read first, so that the abbreviated form of *w* cannot be employed in words commencing with a vowel; compare  *wake* and  *awake*;  *woke* and  *awoke*.

Exercise 84.

1.         
2.         
3.         
4.         
5.         
6.         
7.         
8.         
9.         



Exercise 85.

1. Beeswax, memoirs, frequent, farewell, twelve, subsequence, Cromwell, Bothwell.
2. Dwindled, earwig, herewith, Pickwick, withhold, bewildering, Hardwick.
3. Twaddle, Cornwall, worker, *overwork*, misquoted, Eastwood, Wandsworth.
4. Fustian, halliard, bullion, onion, cañon.
5. Emu, occupation, stipulation, obtuse.
6. Water-lily, warp, warmly, walker, wax, wags, wimple, Wimbledon, Wigan.
7. Wilkin, Williams, Welton, weary, yarn, Una.

Exercise 86.

Messrs. Cromwell & Warbeck.
Wentworth.

Dear-Sirs,

We-thank-you for-your-letter of-last week and we-are looking into-the matter forthwith. We hope that-the flow of water into-the workings may dwindle away with-the advent of-the dry weather, and-that-the trouble may cease of-itself. In-any-case, you-may-rely upon us to-do all-that-we-can to stop-the nuisance in-question. We-have already told our engineer, Mr. Walter Tweedie, to-make close enquiry into-the case, and-we-thank-you again for-the kindly way in-which-you have warned us of-the possible loss both to-ourselves and to-you.

Yours-truly,
Wiggins and Ward.

Exercise 87.









Messrs. Wakeman & Bridgewater.

Dear-Sirs,

We-are-pleased to know that-you do-not-think us blameworthy for-the delay in-the delivery of-the fustian. As you-are-aware, the work was put in-hand with Mr. Walmsley, our Works Manager, within a few hours of-the receipt of-the order, and, but for-the breakdown at-the mill, the goods would-have-been delivered in-due time. Fortunately such accidents are infrequent. This was serious to-ourselves and to-our hands, who-are paid on piece-work terms.

Yours-truly,
Warren and Wilson.

Summary.

1. A diphthong formed by the union of *w* or *y* (or *ĩ*) and a long or short vowel is represented by a semicircle.
2. The semicircle is generally employed medially; initially it is only used to avoid a long or an awkward outline.
3. The right semicircle may be joined for *waw*, *wõ* to —      ; for *w* to —  ; and the left semicircle in a few proper names to downward *l*.
4. When a vowel precedes *w* the stroke must be used.






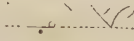
CHAPTER XXIX.




PREFIXES.







166. Most of the prefixes and suffixes in the English language can be represented by facile outlines written in full according to the ordinary rules of the system. In a few instances, however, they are more conveniently represented by abbreviated forms.





167. (a) The prefix *com-* or *con-* occurring initially is expressed by a light dot written immediately before the commencement of the following stroke; thus, combine, congratulate, compel, conform. Where two *m*'s or two *n*'s occur in the common spelling, both letters are represented by the dot; thus, commit, community, connect. In the following and a few similar words, clearer outlines are obtained by writing the prefixes fully: commotion, commission, commiserate, consul, connote.






(b) Medial *com-*, *con-*, *cum-*, or *cog-*, either in a word or in a phrase, may be indicated by disjoining the form immediately following the *com-*, etc.; thus, incompetent, uncontrolled, circumference, recognise, in compliance, by consent, I am content. This method is not



employed after a dot logogram, but it may be used after a dash logogram when this is written upward ; thus,  *and confirmed*,  *should commence*,  *and is confident*,  *on the confirmation* ; but  *state of the company*,  *a case of compulsion*.



(c) *Accom-* is represented by  *k*, joined or disjoined ; thus,  *accommodation*,  *accompany*.











168. *Enter, inter, or intro-* is expressed by  *nt* disjoined, or joined when an easy outline is secured ; thus,  *interlock*,  *introspect*,  *entertain*,  *interfere*,  *introduce*.





169. *Magna-, magne-, or magni-* is expressed by a disjoined  *m* ; thus,  *magnanimity*,  *magnetize*,  *magnify*.

170. *Trans-* may be contracted by omitting the *n* ; thus,  *transfer*,  *transmit*,  *transgression* ; but sometimes the full outline is preferable, as  *transcend*,  *transept*.







171. (a) *Self-* is represented by a disjoined circle *s* written close to the following stroke in the second vowel-place ; thus,  *self-defence*,  *self-made*.













(b) *Self-con- or self-com-* is indicated by a disjoined circle *s* written in the position of the *con* dot ; thus,  *self-control*,  *self-complacency*.






172. (a) *In-* before the circled strokes    is expressed by a small hook written in the same direction as the circle; thus,  is expressed by a small hook written in the same direction as the circle; thus,   as in  inspiration,  instrument,  inscriber,  inhabit.

(b) The small hook for *in-* is never used in negative words, that is, in words where *in-* would mean *not*. In all such cases *in-* must be written with the stroke *n*, as  hospitable,  inhospitable;  human,  inhuman.







173. Words which have the prefix *il*, *im*, *in*, *ir*, *un*, either with a negative meaning or with an intensive meaning are written in accordance with the following rules, so as to provide the necessary distinction between positive and negative words and other pairs of words where distinction is required:—



























































































(a) By writing the downward *r* or *l* when the rules for writing initial *r* or *l* permit of this being done; thus,  resolute,  irresolute;  resistible,  irresistible;  limitable,  illimitable.

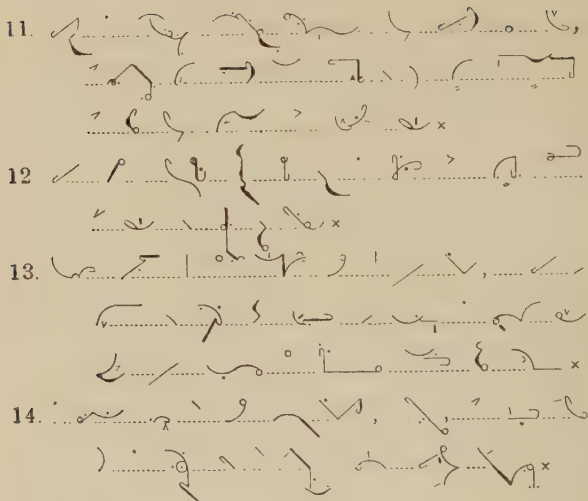
(b) By repeating the *l*, *m*, *n* or *r* in cases where a distinction cannot otherwise be obtained; thus,  legal,  illegal;  mortal,  immortal;  noxious,  innoxious;  necessary,  unnecessary;  redeemable,  irredeemable;  radiance,  irradiance.

174. Logograms, joined or disjoined, may be used as prefixes; thus,  almost,  understand,  undermine;  overhead,  numberless.

Exercise 88.

 constitutional-ly;  selfish-ness;  inscribe-d;
 inscription;  instruction;  instructive.

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10.         







Exercise 89.

1. Competent, combat, common, compensate, compound, compact, compare.
2. Conductor, conflict, constant, convulsion, conserve, conscientious, contango.
3. Commissioners, incomplete, recognized, uncongenial, reconsider, incumbent.
4. We-were compelled, accompanying, accomplices, introducing, intermix, enterprise.
5. Magnificent, magnifier, magnificence, transmission, translated, transmitter.
6. Self-possession, self-congratulation, instructor, inherent, inhumanly, insuperable.
7. Illiberal, immaterial, innocuous, unknown, reparable, irreparable, reclaimable, irreclaimable, understood, undersell, trademark.

Exercise 90.


1. *The terms and-phrases connected with commerce are almost innumerable, and-it-is-necessary to understand their import if-we-would-be self-reliant, and-the magnitude of-the task should-not disconcert us in-any-way.*
2. *Merchants wishing to introduce goods into a new market often transmit them, with accompanying documents, to a commission agent, who-is known as-the consignee, and instruct him to command the best price for-them, with a view of-testing them in competition with similar goods sold in-the-same-market.*
3. *A deed, which-is-necessary for certain classes of-transactions, is a sealed instrument in writing, duly executed and delivered, containing some transfer, bargain, or contract.*
4. *A common form of-transfer is used, although a deed may-be unnecessary, and, when a transfer is executed out-of this-country, it-is recommended that-the signature be attested by a Consul, or Vice-consul, or other person of position, as most companies refuse to-recognise signatures not so attested.*
5. *Such a deed is inseparable from a transfer of registered stock; but in-the case of inscribed stock, before-the transfer can-be effected, the holders have to inscribe their names and-the amount of stock they hold in registers kept for-the purpose at banks having-the management of-the stock.*
6. *When a broker concludes a contract on behalf of a client, he enters particulars of-the-transaction in-his contract book, and from these he prepares contract notes which-are sent-to-the buyer and seller.*







Summary.




1. Initial *com-* or *con-* is expressed by a dot ; medial *com-*, *con-*, *cum-*, or *cog-*, either in a word or in a phrase, is indicated by disjoining the form immediately following the *com-*, etc. This method is not employed after a dot logogram, but it may be used after dash logograms written upward. *Accom-* is indicated by a joined or disjoined *k*.
2. *Enter-*, *inter-* or *intro-* is indicated by a disjoined or joined \cup *nt*.
3. *Magna-e-i* is expressed by a disjoined *m*.
4. *Trans-* may be generally contracted by omitting *n*.
5. *Self-* is expressed by a disjoined circle written close to the following stroke in the second vowel-place ; *self-con-* or *self-com-* by a circle in the position of *con* dot.
6. *In-* before     is expressed by a small hook, except in negatives beginning with *in-*.
7. The prefixes *il-*, *ir-* are represented by writing downward *l* or *r*, or by repeating the *l* or *r*. The prefixes *im-*, *in-*, *un-* are always represented by repeating the *m* or *n*.
8. Logograms may be used as prefixes.







CHAPTER XXX.







SUFFIXES AND TERMINATIONS.





175. The stroke  is generally employed in the representation of *-ing*. Where this stroke cannot be written, or, where, if written, an awkward joining would result, a light dot is used to represent the suffix *-ing*. The dot *-ing* is written :—






(a) After light straight downstrokes and downward *r*, as  *paying*,  *tying*,  *etching*,  *hoeing*,  *hearing*,  *spluttering* ;







(b) After circle *ns*, after *k* and *g* hooked for *f* or *r*, and after an upstroke finally hooked ; as  *prancing*,  *coughing*,  *waning* ;



(c) After a half-length or a double-length stroke where no angle would be obtained by the use of the stroke , as  *brooding*,  *fidgeting*,  *matting*,  *fielding*,  *muttering* ;









(d) After a contracted logogram (that is, one that does not contain all the consonants of the word represented), as  *remembering*,  *coming*,  *thanking*, but the stroke  is employed in  *approving*,  *wishing*, and other words where the logograms are not contracted.




(e) The dot *-ing* cannot be used medially ; therefore the stroke *ng* is written in *-ingly* ; thus,  *admiring*, but  *admiringly* ;  *deserving*, but  *deservingly*.






(f) Wherever *-ing* would be represented by a dot, *-ings* is indicated by a dash; thus,  *crotchets*,  *scrapings*,  *plottings*,  *windings*,  *rinsings*.






176. Terminations such as *-ality*, *-ility*, *-arity*, *-ority*, *-elty*, are expressed by disjoining the stroke immediately preceding the termination; thus,  *formality*,  *barbarity*,  *novelty*,  *frivolity*,  *feasibility*,  *majority*.





177. The terminations *-logical-ly* are expressed by a disjoined */ j*; thus,  *genealogical-ly*,  *mythological-ly*.





178. The suffix *-ment* is, as a rule, expressed by  *mnt*; thus,  *sentiment*,  *agreement*. If this sign does not join easily, however, the contracted form  may be used; thus,  *imprisonment*,  *commencement*,  *refinement*,  *preferment*.




179. The endings *-mental*, *-mentally*, and *-mentality* are expressed by a disjoined  *mnt*; thus,  *fundamental-ly*,  *instrumental-ly-ity*.

180. The suffix *-ly* is expressed by  *l*, joined or disjoined; thus,  *chiefly*,  *friendly*; or the hook *l* is employed; thus,  *deeply*,  *positively*.









181. The suffix *-ship* is expressed by a joined or disjoined  *sh*; thus,  *friendship*,  *citizenship*,  *scholarship*,  *leadership*.








182. (a) The termination *-fulness* is expressed by a disjoined  *fs*; thus,  *usefulness*,  *carefulness*,  *gratefulness*.







(b) The terminations *-lessness* and *-lousness* are expressed by a disjoined  *ls*; thus,  *heedlessness*,  *hopelessness*,  *sedulousness*.

183. Logograms, joined or disjoined, may be used as suffixes; thus,  *landlord*,  *unimportant*,  *indifferent*.

184. Compound words, in which *here*, *there*, *where*, etc., occur, are written as follows:—

HERE:  *hereat*,  *hereto*,  *hereof*,
 *herewith*,  *herein*,  *hereon*,  *herein-*
under,  *heretofore*.

THERE:  *thereat*,  *thereto*,  *thereof*,
 *therewith*,  *therein*,  *thereon*,  *therefor*.

WHERE:  *whereat*,  *whereto*,  *whereof*,
 *wherewith*,  *wherein*,  *whereon*.

FURTHER:  *furthermore*,  *furthermost*.

MUCH:  *inasmuch*,  *forasmuch*.

SOEVER:  *whosoever*,  *whatsoever*.

Exercise 91.

- 1.
- 2.
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- 10.
- 11.

Exercise 92.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

Exercise 93.

1. Sapping, tying, teaching, fearing, webbing, wading, lodging, shaking, flogging, loving, scathing, sowing, rushing, slaying, roaring.
2. Dispensing, enhancing, craving, surrounding, ballooning, opposing, menacing, puffing, disjoining, caning, concerning.
3. Pleating, obtruding, permitting, scaffolding, flitting, smothering, dissecting, smelting, sauntering, *speaking*, castings.
4. Solubility, singularity, fatality, novelties, etymological, accompaniment, effacement, sentimentally, vainly, frankly, exhaustively.
5. Chairmanship, clerkship, playfulness, credulousness, *indifference*, hereby, *thereabout*, whereunto.

Exercise 94.








1. Herewith *we-have* pleasure in forwarding you several mining market cuttings from this morning's papers, and-*we* hope to add *thereto* in-the-course of a few days.
2. You-will note that-the-mines have-been strongly supported in consequence of-the announce-ment of-the-results of-recent crushing opera-tions, and, as-the labour outlook is greatly improving, the working costs are likely to be reduced in-view of-certain experiments by-our geological expert.
3. Any hopefulness we had of-our joint venture in October is-now gone, and-we regret that-we urged you to-such recklessness, as-it now turns out to-have-been; but-the directorship seemed to be in good hands, and-we-were misled.
4. We-think-the irregularities should certainly be investigated, and-the-directors prosecuted who traded on-the credulousness of-the shareholders.

Exercise 95—Revisionary.

[Containing all the logograms given in Exercises 75-88 inclusive.]

1. *The members of-our society meet again in March for-the third time this quarter to consider-the matter of constitutional changes.*
2. *The vitality of-the-society is wonderful considering-the short-time of-its existence, and-we hope the meeting will-not interfere with-the spirit of-its **constitution** as formulated by-its founders, who were well schooled in-the construction of-rules for societies similar to-ours.*
3. *A somewhat selfish member gave expression to-some unnecessary criticisms the last time the members met, and submitted a memorial in-which we could-not inscribe our names.*
4. *Highly instructive was-the rejoinder to-this by our oldest member who quoted a famous inscription by a talented writer, which clearly showed the fallacy of-the arguments advanced.*
5. *The Committee gave instructions for-the circulation of-these speeches which set forth the old and new schools of-thought in-these matters.*
6. *We-have-sent-you a copy, and you-will-be-able, therefore, to-follow the points at issue, and judge for yourself whether-the **constitution** of-the-society can-be altered with advantage.*
7. *We-are rather inclined to-let well alone, as-the membership has increased wonderfully in-the period under review.*
8. *It-is a matter of-regret to us that-the younger members are so impulsive, and apparently dominated by a selfishness which-may weaken the working of-the-society in-the future.*

Summary.





1. When the stroke  does not join easily and after a contracted logogram, *-ing* is represented by a dot; *-ings* by a dash; and *-ingly* by .
2. Terminations such as *-ality*, *-ility*, *-ority*, are expressed by disjoining the stroke which immediately precedes the termination.
3. *-logical-ly* are represented by a disjoined *j*.
4. *ment* is expressed by  *nt* where  *mnt* does not join easily.
5. *-mental-ly-ity* are expressed by a disjoined  *mnt*.
6. *-ly* is expressed by a joined or disjoined *l*, or the *l* hook is employed.
7. *-ship* is expressed by a joined or disjoined *sh*.
8. *-fulness* is expressed by a disjoined  *fs*; *-lessness* and *-lousness* by a disjoined  *ls*.
9. Logograms may be used as suffixes.
10. Compound words in which *here*, *there*, *where*, etc., occur, are generally formed by joining the separate outlines.






CHAPTER XXXI.

CONTRACTIONS.





185. In addition to the words represented by logograms, other words, mostly of frequent occurrence, may be contracted in accordance with the rules set out in the present and subsequent chapters. These contractions are divided into two classes, termed General and Special.






186. The general contractions are formed by the omission of a medial consonant, or consonants, or of an ending, in order to avoid an awkward joining or a lengthy outline. Thus:—











(1) *P* is omitted between *m* and *t*, or between *m* and *sh*, when no vowel occurs after *p*; thus,  *prom(p)t*,  *exem(p)tion*. The *p* is retained in words like  *trumpet*,  *dampish*, because a vowel immediately follows the *p*.

(2) *K* or *G* is omitted between *ng* and *t*, or between *ng* and *sh*, when no vowel occurs after *k* or *g*; thus,  *adjun(c)t*,  *extin(c)tion*,  *lan(g)uishing*. In  *trinket*,  *blanket*, and similar words, the *k* or *g* is retained, because a vowel follows the consonant.

The *k* is also retained in past tenses, as

 inked,  winked,  banked,
 linked.

(3) *T* is generally omitted between circle *s* and a following stroke; thus,  celes(t)ial,
 subs(t)itute,  tas(t)eful,  pos(t)-free,
 pos(t)man.



































The *t* is written, however, where its omission might cause hesitation in reading, or where it is equally easy to include it, as in  plastic,
 elastic,  mystic,  drastic. The omission of *t* provides some useful phraseograms, as  mos(t) important,  there mus(t) be,
 lowes(t) price,  your las(t) letter,
 bes(t) thanks,  bes(t) finish.

187. The list of contractions in the present chapter, although fairly copious, is not to be taken as complete, as some derivatives, having a similar outline, have been purposely omitted.













Though it is not necessary that the outlines in Section 1, which follows, should be memorized, they should be copied several times in order that the student may become familiar with the principle underlying their formation.








LIST OF GENERAL CONTRACTIONS: SECTION I.








Omission of P.

	Pumped		camped
	prompt		cramped
	plumped		gumption
	presumptive		exempt
	presumptuous		exemption
	presumption		thumped
	pre-emption		assumption
	bumped		consumption
	tempt		consumptive
	tempter		stamped
	tempted		swamped
	temptation		limped
	contempt		redemption
	contemptible		romped
	tramped		resumptive
	damped		resumption
	jumped		humped



















Omission of K or G.



















	Punctual		precincts
	punctuate		tincture
	punctuality		strongest
	puncture		distinct
	compunction		distinction
	perfunctory		defunct

	adjunct
	conjunction
	extinct
	extinction
	succinct
	function
	sanctity

	sanctify
	sanctuary
	sanction
	anxious
	anxiety
	anguish
	languish

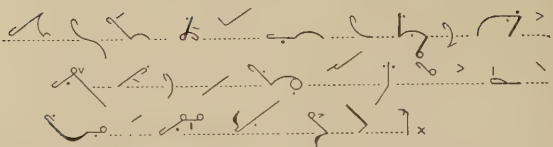
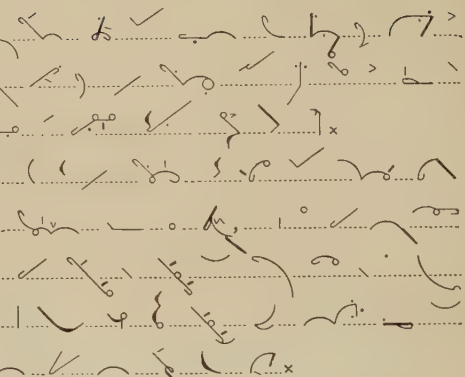
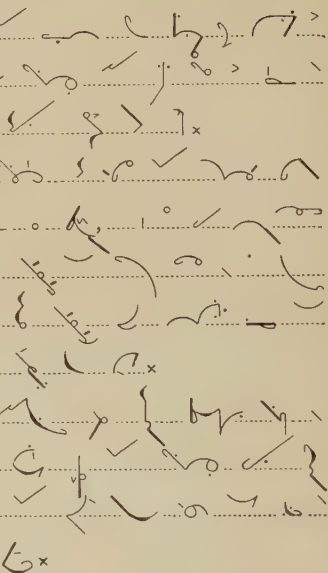
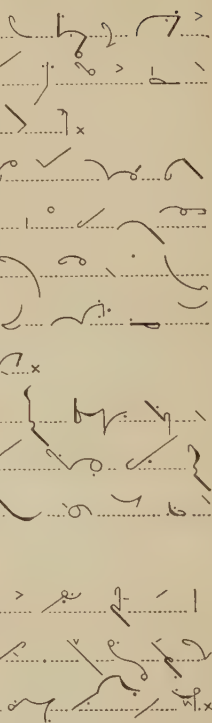
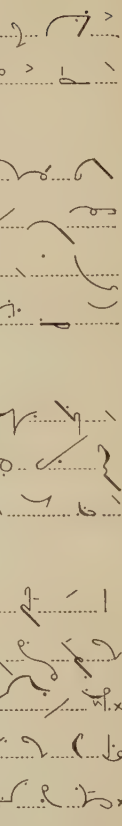

Omission of T.

	Pessimistic
	optimistic
	postage
	postage stamps
	postcard
	postpon
	postscript
	post-free
	procrastination
	bombastic
	substitute
	blast-furnace
	tasteful
	testament
	testimony
	testimonial
	trustworthy
	text-book

	destitute
	domestic
	adjustment
	mostly
	mistake ¹
	mistaken ¹
	manifestly
	honestly
	institute
	lastly
	listless
	celestial
	restless
	waste-book
	wasteful
	waste-pipe
	westward
	waistcoat

¹ These are written above the line because this is the position of the *m* when the outlines are written fully.

Exercise 96.

1. 
2. 
3. 
4. 
5. 
6. 

Exercise 97.

Mr. Arthur Wilson,
Christchurch St.
Bristol.

Dear-Sir,

Your postcard to hand this morning for-which accept our best-thanks. We-are-pleased to-hear that-the institute is so prosperous, and-that-you-are looking forward to a distinctly good-winter session. If your committee does-not sanction at-once the resumption of-the lectures, it-will-be manifestly unfair to-the-members, particularly as they so promptly purchased the necessary text-books for-the course at-the beginning of-last session. Your postscript is very amusing.

Yours-very-truly,

Thomas Weston.

Exercise 98.

Messrs. Jameson & Wiles,
West-End Arcade,
Southampton.





Gentlemen,




I-am anxious to-take a sea voyage to the West-Indies during-the last-month of-the-present year, and-I understand from my-friend Mr. Fred Costello that your rates are very reasonable indeed. On his testimony I-am-sure I need have-no anxiety as-to-the care and attention your firm bestows on its clients. Kindly send me full particulars at an early date.



Yours-truly,








William Hoxton.






188. Other general contractions are formed by the omission of :—

(1) Medial *N* : as in  *da(n)ger*,  *ide(n)tical* ;
 *attai(n)ment*,  *bo(n)dsman* ;

(2) Medial *R*, as in  *demonst(r)ate*,  *manusc(r)ipt*,  *thencefo(r)ward* ;

(3) The syllable *-ect*, as in  *prosp(ect)*,
 *insp(ect)* ;























(4) *K* and *T* in the syllables *-active*, *-ective*, *-uctive*, and similar endings, the hook *v* being added to the preceding stroke ; thus,  *abstra(ct)ive*,  *respe(ct)ive*. In a few cases it is necessary to retain the *k* as in  *defec(t)ive*,  *executive* ; or to write the full outline, as in  *attractive*,  *effective*,  *elective* ;

(5) *K* in the syllables *-ection*, *-uction*, and similar endings, the *shun* hook being added to the preceding stroke ; thus,  *abstra(c)tion*,  *destru(c)tion*. In some cases it is better to write the full outline, as in  *attraction*,  *rejection*,  *infection*.

















LIST OF GENERAL CONTRACTIONS: SECTION 2.

These unvocalized forms must be memorized. The outlines should be carefully written out one group at a time, the words being repeated aloud as they are written, and then the outlines should be written several times from dictation, so that the forms may be impressed on the memory.

Omission of N.

	Passenger		disappointment
	contingency		abandonment
	stranger		bondsman
	stringency		bondservant
	danger		attainment
	dangerous		contentment
	identical		dethronement
	emergency		assignment
	messenger		entertainment
	ironmonger		enlightenment
	appointment		oneself

Omission of R.

	administrate		minstrel
	administration		monstrous
	administrative		monstrosity
	demonstrate		manuscript
	demonstration		remonstrate
	thenceforward		remonstrant
	ministry		remonstrance
	ministration		henceforward

Omission of the syllable -ect.

Project-ed
 prospect
 object-ed
 expect-ed
 unexpected
 suspect-ed
 unsuspected

imperfect-ion
 inspect-ed-ion
 respect-ed
 disrespect
 respectful
 disrespectful
 architect-ure-al

Omission of kt before -ive.

Perspective
 prospective
 productive
 reproductive
 abstractive
 obstructive
 objective
 destructive

destructively
 respective
 respectively
 irrespective
 irrespectively
 retrospect
 retrospective
 retrospectively

Omission of K before shun.

Production
 reproduction
 abstraction
 obstruction
 objection

objectionable
 destruction
 jurisdiction
 introduction
 retrospection

Exercise 99.

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.

Exercise 100.

[Contractions, as well as logograms, are printed in italic.]





1. *In-many of-our cities and towns there-are ancient monuments which-are a source of entertainment and object lessons in-history to-the stranger and also to-the people living in-their vicinity.*
2. *The prospect of-the countryside is enhanced by-the attractive appearance of-such monuments, and-in other cases, where time has laid its destructive hand on-the material, there-is a source of disappointment and regret to-the architect, and-the archæologist who revel in-the various examples of architecture and design up and down the land.*
3. *In-times past the care of-these was in-the hands of-private persons in-many-cases, and, despite the remonstrances of architectural experts, they-were sometimes allowed to decay, and-even to-become a source of danger.*
4. *Now, however, these ancient monuments are protected by-the administration of-the Ancient Monuments Protection Acts.*
5. *Once the State has assumed control, a monument is thenceforward protected from damage and destruction.*
6. *To advise and assist in-this-respect an Inspector of Ancient Monuments is appointed whose duties include-the inspection and repair of all-the monuments under-the care of-the Commissioners of Works.*




Summary.


1. Contractions are of two classes: General and Special.
2. To form general contractions medial consonants are omitted, as follows:—
 - (a) *P* between *m* and *t*, or between *m* and *sh*, when no vowel occurs after *p*.
 - (b) *K* or *G* between *ng* and *t*, or between *ng* and *sh*, when no vowel occurs after *k* or *g*. The *k* is retained in past tenses such as *inked*.
 - (c) *T* between *s* and another stroke but a few words are written fully in order to secure distinct outlines.
 - (d) *N* stroke or hook.
 - (e) *R* hook.
 - (f) The syllable *-ect*.
 - (g) *K* and *T* in the syllables *-active*, *-ective*, *-uctive*, etc., but in a few cases it is necessary to retain the *k*, or write the outline fully.
 - (h) *K* in the syllables *-action*, *-ection*, etc., but in some cases it is better to write the outline fully


CHAPTER XXXII.












PUNCTUATION, FIGURES, ETC.







189. The PERIOD is represented by a small cross, thus \times ; the COMMA, COLON, and SEMICOLON are represented by the usual marks. The HYPHEN is written thus,  *well-spoken*; the DASH thus, . The PARENTHESIS stroke should be made thus, . The NOTE OF INTERROGATION is better represented thus ? and the NOTE OF EXCLAMATION thus ! . In shorthand correspondence the sign  may be used to indicate that the preceding sentence is to be taken humorously.









190. ACCENT may be shown by writing a small cross close to the vowel of the accented syllable; thus,  *ar'rows*,  *arose'*,  *renew'*.

191. EMPHASIS is marked by drawing one or more lines underneath; a single line under a single word must be made wave-like, , to distinguish it from — *k*.

192. NOMINAL STROKE.—Initial letters should in all cases be written in longhand; as *J &  E. Smith*. If desired, however, the phonographic vowels can be written without alphabetic strokes by using ┘ ┘ as forms having no specific values, which forms are called nominal strokes; thus ┘ *ă*, ┘ *ā*, ┘ *î*, ┘ *ah-i*. The stroke vowels may be struck THROUGH the nominal stroke, as ┘ *ô*, ┘ *û*, ┘ *öö*.

193. PROPER NAMES.—In cases where it is necessary to indicate exactly the short vowel following a diphthong, the separate signs should be used and not the triphone as explained in paragraph 57; thus,  Bryan,  Bryon,  Myatt,  Myott,  Wyatt. When the diphthong *I* is immediately followed by a vowel-sign, the sign for *I* may be moved to the position of the following vowel-sign; thus,  O'Brien,  Ohio. Similarly, if it is necessary to indicate exactly the second of two consecutive vowels, the separate signs should be used and not the diphone; thus,  Leah, but  Leo;  Lewis, but  Louise. The necessity for the use of these separate vowel-signs will be found to arise but seldom.

194. (a) SCOTCH, WELSH, AND IRISH CONSONANTS AND VOWELS.—The Scotch guttural *ch*, and the Irish *gh* are written thus,  *ch*, as in  *loch*,  *Loughrea*,  *Clogher*. The Welsh *ll* by  *ll*; thus,  *Llan*.







(b) FOREIGN CONSONANTS AND VOWELS.—The German guttural *ch* is written thus,  *ch*, as in  *ich*,  *dach*; French nasal , as in  *soupçon*; French and German vowels  *jeune*,  *Goethe*,  *dû*.

195. FIGURES *one to seven*, and the figure *nine* are represented by shorthand outlines. All other numbers, except round numbers, are represented in the ordinary way by the Arabic numerals. In dealing with round numbers the following abbreviations are used: \smile *hundred* or *hundredth*, as in $\smile 4$ 400; $($ *thousand* or *thousandth*, as in $3($ 3,000; \smile *hundred thousand*, as in $\smile 4$ 400,000; \smile *million*, or *millionth*, as in $\smile 3$ 3,000,000; \smile *hundred million*, as in $\smile 7$ 700,000,000; \searrow *billion* (a million of millions), as in $4 \searrow$ *four billion*.

The principal monetary units are expressed as follows: \backslash *pounds*, as in $\smile 2$ £200, $6 \smile$ £6,000, $\smile 5$ £5,000,000; \smile *dollars*, as in $15 \smile$ \$15,000; \smile *francs*, as in $\smile 4$ 400 fr.; \smile *rupees*, as in $\smile 2$ Rs. 2,000,000.

In sermon reporting, the Book or Epistle, the Chapter, and the Verse are indicated by figures above, on, and through the line respectively; thus, $\overset{2}{\smile} \smile 5 \smile 3$. By this method the book, chapter, and verse may be written in any order by means of figures only, without danger of ambiguity.

196.—CHOICE OF OUTLINES.—Flowing outlines, though long, are preferable to cramped ones, though short. The form \smile *minute* is briefer to the eye

than  *minute*, but is not so quickly written, while the two strokes in  *mental* take as much time as the four strokes in  *mental*, and merely result in illegibility. SHARP ANGLES, and FORWARD MOTION are the characteristics of the ideal outline; therefore, so far as possible, obtuse angles, and curves running in opposite directions should be avoided. For instance,  *from*, and  *this*, should never be joined, though  *for this*, may be joined, the curves running in a similar direction. "The sharper the angles the quicker the motion" is the maxim to remember when choosing outlines.

197. METHOD OF PRACTICE.—The student, having made himself familiar with the principles of the system as presented in the preceding pages, should take every opportunity of practising writing. As much time, however, should be spent in reading as in writing Phonography. Printed Phonography is better for this purpose than manuscript. One or two shorthand volumes should be read before a rapid style of writing is cultivated, so that the writing may be formed on a correct model. A plan that may be recommended is to take a specimen of printed shorthand, and read it over two or three times. Then it should be written in shorthand from the shorthand copy, every word being pronounced aloud while it is being written. The key in the common print should then be taken, and the passage should be written without reference to the printed shorthand. Then the written and printed Phonography should be compared. Any errors that may have been made should be corrected, and the correct outlines written

several times each, the words being pronounced aloud while they are being written, and care being taken that neatness of outline does not suffer by the repetition of the forms. This practice should be continued until a correct style is attained. Another excellent plan is for the student to read aloud from a shorthand work, the reading being checked by some friend who has been provided with a printed key of the shorthand volume. In this way a considerable knowledge of outlines and phraseograms will be obtained, and the student will receive simultaneously valuable training in the reading of shorthand.

CHAPTER XXXIII.

WRITING MATERIALS, NOTE-TAKING AND TRANSCRIPTION.

198. The importance of proper writing materials for note-taking cannot be over-estimated. No shorthand writer should ever trust to chance supplies of pencils, pens, ink, or paper, but should make a careful selection, and take care to be well equipped for any work he may be called upon to perform. The pen is more suitable than the pencil, on account of the permanence and the superior legibility of the notes, both important considerations when the transcript is undertaken. A suitable pen is also far less fatiguing to the note-taker than a pencil, a great advantage when writing for a lengthy period. But, as it sometimes happens that the use of a pen is undesirable or impossible, the note-taker should accustom himself occasionally to report with a pencil. The pencil should be used in preference to the pen for note-taking in the open air in wet weather, or when writing in a darkened room, as at illustrated lectures. Fountain pens are now in general use, and the shorthand writer who has one that is suited to his hand possesses the very best writing instrument it is possible to have. Several excellent kinds are manufactured by well-known firms, but the shorthand writer needs to exercise extreme care in the selection of a fountain pen, as the result might be very unsatisfactory. Paper with

a smooth, hard surface, not too highly glazed, will be found most suitable. The elastic-bound books which open flat on the desk are the best, though the note-books bound in the customary way are suitable for ordinary work.

199. Difficulty and loss of time are sometimes experienced in turning over the leaves of note-books. The following method may be usefully adopted:—While writing on the upper half of the leaf, introduce the second finger of the left hand between it and the next leaf, keeping the leaf which is being written on steady by the first finger and thumb. While writing on the lower part of the page shift the leaf by degrees, till it is about half-way up the book, and, at a convenient moment, lift up the first finger and thumb, when the leaf will turn over almost of itself. This is the best plan when writing on a desk or table. When writing with the book on the knee, the first finger should be introduced instead of the second, and the leaf be moved up only about two inches. The finger should be introduced at the first pause the speaker makes, or at any other convenient opportunity that presents itself. Another method is to take hold of the bottom left-hand corner of the leaf with the finger and thumb, and on the bottom line being reached the leaf is lifted and turned over. Some reporters prefer a reporting book the leaves of which turn over like those of a printed book. When such a book is used there is less difficulty in turning over the leaves with the left hand. Whichever form of book is used, the writer should confine himself to *one side* of the paper till the end of the book is reached, and then turn the book round and write on the blank side of the paper, proceeding as before.

200. The essentials of accurate note-taking are rapid writing and facile reading, and it is to these objects that the following chapters are directed, special methods being developed for the formation of brief and legible outlines. The student is already familiar with a method of forming contracted outlines. He will find in succeeding pages further applications of that method, and also a method of abbreviation by Intersection, which gives distinctive forms for well-known combinations of words. Phraseography is also greatly extended, and compact outlines are provided for many technical and general phrases. Vocalization being a great hindrance to speed, Phonography from its beginning is so constructed that the necessity for the insertion of vowels is reduced to a minimum. By means of the principle of writing words in position (above, on, or through the line according to the place of the vowel or, if more than one, the accented vowel) unvocalized outlines which are common to two or more words are as readily distinguished as are musical notes by means of the difference of place assigned to them on the stave.

201. In speed practice, which should, of course, be pursued concurrently with the careful study of the advanced style as hereafter developed, the rules of position-writing should be carefully observed. After a short time this will become automatic. Even unique outlines that may appear to be independent of position are rendered still more legible by being written in accordance with the position-writing rules. At first a few vowels may be inserted, in order to promote clearness and to enable the writer to acquire the power of vocalizing quickly when

necessary. But efforts should be made from the outset to write the outlines clearly and in position, and to make these, rather than vocalization, the factors on which reliance is placed for accurate reading. After the first few weeks of speed practice the student should avail himself of opportunities of reporting public speakers, vocalizing but little even when there is ample time, so that the ability to dispense with vowels may be cultivated.

202. The reading of printed shorthand in the advanced style is as important as writing practice, and should be practised daily. It gradually gives the power of reading unvocalized shorthand, as well as trains the student in the selection of the best outlines, and also considerably expedites the arrival of the time when the omission of practically all vowels may be ventured upon. When unvocalized shorthand can be read with facility, speed and self-reliance will be greatly increased. The student in reading his notes should observe whether he has omitted essential vowels or inserted unnecessary ones. The latter is as important as the former, because the loss of time occasioned by the insertion of unnecessary vowels may render the writer unable to keep pace with the speaker. An outline which has caused difficulty in writing or reading should be written in position several times, the word being repeated aloud simultaneously with the writing.

203. To a great extent the student must judge for himself as to his method of practice, but the following is recommended :—Begin by taking down from dictation, well within your powers, for periods of five minutes, and with the insertion of none but necessary vowels. After half-an-hour's practice, read back to the dictator a

passage chosen by yourself, and also one other, the choice of which should be left to him. Resume practice at an increased speed of ten words per minute, the same method of reading being pursued at the end of each half-hour. Continue the same speeds each evening until the higher becomes moderately easy, both in writing and reading. Then begin at the higher speed, and at the end of half-an-hour increase it by ten words a minute. Read a portion of the notes which were taken a day or two previously, to test your powers unaided by memory. Aim at keeping not more than two or three words behind the reader. After a time you should occasionally practise writing ten or a dozen words behind the reader, so as to acquire the power of doing so in emergencies. Ear and hand should work practically simultaneously in order to secure the best results. When a wrong outline has been written, ignore the fact and go on. You may correct it afterwards at your leisure. If several outlines are wrongly written, reduce the speed. The policy of hastening slowly was never more justified than it is in learning to take a note.

204. At first, attention must be concentrated upon the outlines, but imperceptibly the writing will become instinctive by practice, which to be of value must be constant and systematic, attention being concentrated upon the words uttered by the speaker. Practice of an hour a day is better than two, or even three, hours every second day; but without concentration it is almost useless, habits of slovenliness being formed which subsequent concentration can only remove with difficulty. Also there will be lacking that great incentive to effort, consciousness of progress, with its allies, courage and confidence. Practice in writing, and practice

in reading both printed shorthand and your own notes will quickly give you the best of all confidence, that which has its root in conscious ability to do the work required.

205. The subject-matter taken down should be as varied as possible, but special regard should be had to the object for which the art is being acquired. As to the size of the shorthand, that which is natural to the individual is the best for him ; but the writing should not be cramped. A free style is necessary and should be cultivated. It will add greatly to the legibility of the notes if the large circles, loops and hooks are exaggerated in size. The pen should be held with only moderate pressure, and the whole hand, poised lightly on the little finger, should move with it. The common tendency to write sprawling outlines when writing at a high speed is distinctly bad. The immediate cause is mental stress, partly induced by anxiety lest a word should be omitted. It is largely due to concentration upon the wrong thing, which is worse than not concentrating at all. It is obviously preferable to omit a few outlines rather than to risk the legibility of many. If the possibility of an occasional omission is not a source of fear, and if there is confidence in the ability to record, at all events, the essential words of the speaker, the best chance is secured of recording everything. Even if something important has been left out, confidence must be maintained, or the rest of the note will suffer. Attention should be concentrated upon the work in hand, which is to write down as many words as possible correctly and legibly. As the recollection of something omitted interferes with this, the omission must be ignored.

206. Concentration, though on a different object, is necessary even when the art of note-taking has been acquired, for unless the general trend of the discourse is followed, together with the grammatical construction of the sentences, the transcript, owing to looseness of speech met with everywhere, will sometimes be indifferent and possibly misleading. Special attention should be paid to the speaker's tone of voice and any peculiarities of speech or manner which may render his meaning clear, though he may not express himself properly. Any habit persevered in becomes automatic, and the mechanical writing of the shorthand characters is fortunately no exception to the rule. When experience has been gained, attention can be concentrated almost entirely on the matter; but as in writing an important letter in longhand some portion of the attention, slight, but nevertheless valuable, is devoted to the calligraphy and punctuation, so should this be the case in writing shorthand.

207. Full stops should be written if time permits, also dashes to indicate where the speaker drops the principal sentence and goes off at a tangent, and where he resumes it, if ever. The commas at the beginning and end of a parenthetical observation should be shown by a short space, the principal instance being where the noun and verb are separated as in the following sentence: "The soldier, being tired after the long day's march, quickly fell asleep." In such a simple case as this it is hardly necessary, but with long and involved sentences, it is of great assistance in analyzing their construction to be able at once to locate the verb, which will very often be the second or third word after the second space. The following

are examples: "The speaker, having discussed at length the arguments advanced by his opponent in the various speeches he had delivered during the week, earnestly urged his hearers not to be influenced by specious promises"; and "We, acting on behalf of the executive, who were of one opinion as to the necessity of prompt action in the matter, immediately issued a writ against the offender and succeeded in gaining substantial damages." As a corollary, it is obvious that a space should be left only where it has a definite meaning—a small space for a parenthesis or important comma, and a somewhat larger one for a full stop, if the stop cannot be written.

208. Where an engagement is expected for the reporting of highly technical addresses, or for a meeting at which speeches or discussions on highly technical matter have to be reported, it is obviously advisable that the shorthand writer should prepare himself beforehand as well as possible. If he does not already possess a fairly good knowledge of the subject-matter of the lecture or subject of discussion dealt with at which he is to exercise his professional skill, he should read up the subject so as to become more or less familiar with the terms which are likely to be used in connection with the engagement he has taken. Unless some such means are taken, it is likely that the shorthand writer's work will be unsatisfactory, both to himself and his clients. *Pitman's Shorthand Writers' Phrase Books and Guides* have been compiled with the object of furnishing assistance in the application of Phonography to technical matters, and *Technical Reporting* gives valuable advice and suggestions for those wishing to be successful in this special branch of the shorthand-writing profession.

Summary.

1. Always write words in position.
2. Vocalize not as a habit but as a resource.
3. Read printed shorthand in the advanced style extensively, as well as your own notes.
4. Practise outlines which present difficulty.
5. Keep well up to the speaker, but acquire the power of writing a dozen words or so behind.
6. Disregard your mistakes while note-taking ; go on writing.
7. Practice is useless without concentration.
8. Endeavour to follow the trend of the speaker's remarks, and the grammatical construction of the sentences.

CHAPTER XXXIV.

VOWEL INDICATION.













209. In the chapter on upward and downward *r*, it is stated that one of the chief objects of introducing the alternative forms for the representation of a consonant or group of consonants is to indicate a vowel or the absence of a vowel. The following paragraphs deal fully with the principle of Vowel Indication.

210. By vowel indication is meant the writing of an outline in such a manner as to indicate a vowel without inserting the vowel-sign. In fast writing it is impossible to insert many vowels; hence the importance of writing outlines which can be read with facility when vowel-signs are omitted.




211. In the rules of the system, as explained in the preceding chapters, there are two main principles observed for the purpose of indicating vowels, as follows:—




(1) The use of an initial stroke is necessary in all cases where there is an initial vowel; the use of a final stroke is necessary in all cases where there is a final vowel; thus, *assail*, *ahem*, *awhile*, *awake*, *daisy*, *pasty*, *vestry*, *penny*, *bevy*, *Idaho*, *photo*, *feathery*.

(2) The employment of alternative forms for *r* or *l* may indicate an initial or a final vowel ; thus,














 *air*,  *ray* ;  *store*,  *story* ;  *pear*
 *perry* ;  *alike*,  *like* ;  *fell*,  *fellow* ;
 *yell*,  *yellow*.














The student must now cultivate the habit of omitting the vowels, and learn to regard the stroke forms as indicating an initial or a final vowel, or the absence of such. He has already accustomed himself to the omission of medial obscure vowels, and a little further practice will enable him to write and read unvocalized forms with ease.

212. In addition to the foregoing methods of vowel signification, there is the writing of stroke outlines in *position*, by which it is possible to indicate the vowel or, if more than one, the accented vowel in a word. The student is already familiar with logograms written above, on, or through the line, and these in the majority of cases are so written in accordance with the rules of position-writing. Position-writing may be defined as the raising or lowering of outlines to indicate a vowel or diphthong, without inserting the sign for it. Thus  is above the line for *large*, because the vowel in the word is *ah* ;  is on the line for *chair*, because the vowel in the word is *ā* ;  is through the line for *cheer* because the vowel in the word is *ē*. There are, therefore, three positions, corresponding to the vowel-places, in which to write the stroke outlines when the vowels are omitted. The positions are named respectively *first position*, *second position*, and *third position* ;














the first being *above* the line, the second *on* the line, and the third *through* the line; thus, 1,  2,  3,  With a combination of the indication of vowels by writing initial or final strokes, or by writing upward or downward forms, and of the indication of vowels by position, it is possible to represent the great majority of words by outlines which, though unvocalized, are quite legible.


213. In all cases it is the vowel or, if more than one, the accented vowel heard in the word that decides the position of the word-outline. From the following examples it will be noted that it is the first downstroke or the first upstroke that occupies the position required by the vowel or accented vowel in the word, and that horizontal strokes are raised or lowered to permit of the first downstroke or upstroke taking its correct position.


















(a) When the vowel or accented vowel in a word is a first-place vowel, the outline for the word is written in the first position, *i.e.*, above the line; thus,  *tap*,  *talk*,  *barrow*,  *cap*,  *carry*,  *write*,  *rack*,  *wire*,  *mile*,  *Nile*,  *file*,  *folly*,  *loll*.

(b) When the vowel or accented vowel in a word is a second-place vowel, the outline for the word is written in the second position, *i.e.*, on the line; thus,  *tape*,  *take*,  *berry*,  *cape*,  *curry*,  *wrote*,  *wreck*,  *ware*,  *male*,  *nail*,  *fail*,  *fellow*,  *lull*.












(c) When the vowel or accented vowel in a word is a third-place vowel, the outline for the word is written in the third position, *i.e.*, through the line ; thus,









 *tip*,  *took*,  *bureau*,  *keep*,
 *cowrie*,  *root*,  *rick*,  *weir*,  *meal*,
 *kneel*,  *feel*,  *filly*,  *leal*.







(d) There is no third position for outlines consisting only of horizontal strokes, or only of half-sized strokes, or of horizontal strokes joined to half-sized strokes. When the vowel or accented vowel in such words is a second-place or a third-place vowel, the outline is written in the second position, *i.e.*, on the line ; thus,  *sunk*,











 *sink* ;  *mother*,  *meter* ;  *mate*,
 *meet* ;  *taint*,  *tinned* ;  *melt*,  *milt* ;
 *netted*,  *knitted* ;  *colt*,  *kilt* ;
 *make*,  *meek* ;  *coke*,  *cook*.

(e) In words beginning with a half-length downstroke or upstroke, the first stroke indicates the position of the outline ; and in these cases also only two positions are used ; thus,






 *compatible*,  *potable*,  *computable* ;  *ratify*,  *certify* ;  *pandered*,  *tendered*,
 *splintered* ;  *lightly*,  *lately*,  *little*.








214. Outlines derived from logograms commence in the same position as the logograms from which they are derived ; thus,  *care*,  *careless* ;  *youth*,  *youthful* ;  *out*,  *outbreak*,  *under*,  *undertake*.


215. (a) Double-length upstrokes take three positions according to the vowel or accented vowel in the word ; thus,  *latter*,  *letter*,  *litter* ;  *wander*,  *wonder*,  *winter*.










(b) Double-length downstrokes take the third position only, i.e., through the line ; thus,  *ponder*,  *tender*,  *printer*,  *father*,  *floater*,  *fitter*,  *thunder*,  *asunder*,  *shatter*,  *sorter*.

216. There are certain word-outlines which must be vocalized to some extent. The following directions, therefore, should be carefully noted :—

(a) In single stroke outlines having an initial and a final vowel, the vowel not indicated by position should be inserted ; thus,  *obey*,  *echo*,  *arrow*,  *area*,  *era*.

(b) An outline should be written in position notwithstanding that it has an initially or a finally joined diphthong-sign ; thus,  *Isaac*,  *item*,  *review*,  *institute*,  *future*,  *ague*,  *renew*.

(c) Where an upward or a downward *r* or *l* does not indicate a preceding or a following vowel, the vowel-sign should be inserted ; thus,  *aright*,

 *erode*,  *irritable*,  *oracle*,  *aroma* ;
 *jolly*,  *jelly*,  *gilly* ;  *billow*,
 *early*.

(d) Generally speaking, vowels should be inserted :—

(1) Where words of the same part of speech have similar outlines and the same position ;

(2) Where a word is unfamiliar, or unfamiliar in the special sense in which it is used ; and

(3) Where an outline has been written incorrectly, badly, or in the wrong position, in which case the insertion of a vowel is the quickest way of making the outline legible.

(e) It is also advisable to vocalize as fully as possible :—

(1) Where the subject-matter is unknown ; and

(2) Where the language is poetical, unusual, or florid, because in these instances the context is not as helpful as in other cases.

The following lists contain some of the more common words in which the vowels indicated by italic should be inserted in order to facilitate transcription ; but after a little experience in shorthand writing the student will instinctively recognize other outlines in which distinguishing vowels should be inserted.

(1) *Insertion of an initial vowel.*

	apposite
	apathetic
	approximate
	absolute
	abstraction
	auditor
	accept
	across
	afar
	affect
	effaced
	emotion
	altitude

	opposite
	pathetic
	proximate
	obsolete
	obstruction
	daughter
	except
	cross
	far
	effect
	faced
	motion
	latitude

(2) *Insertion of a medial vowel.*

	adapt
	extricate
	commissionaire
	exalt
	voluble
	amazing
	innovation
	lost
	layman
	sulphite

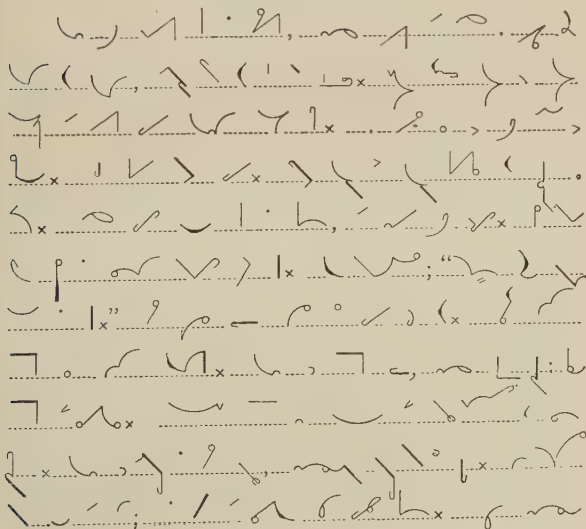
	adopt
	extract
	commissioner
	exult
	valuable
	amusing
	invasion
	last
	laymen
	sulphate

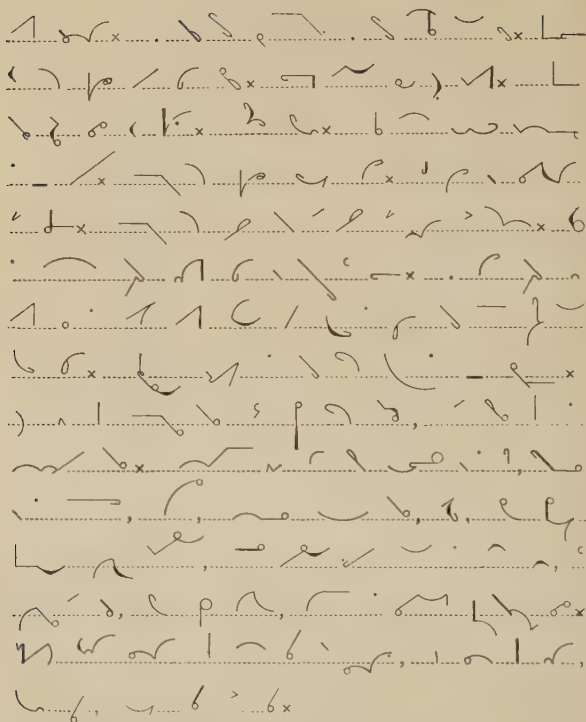
(3) *Insertion of a final vowel.*

chilly
monarchy
amicably
monkey
manly
enemy
anomaly
snow
liberally
radically

chill
monarch
amicable
monk
manual
name
animal
sun
liberal
radical

Exercise 101.





Exercise 102.

To be written in position. The vowels marked in italic should be inserted. Marked in divisions of thirty words each.

We should-neither accept any theories nor adopt any views, however voluble the advocates of-such-may-be, except we-are convinced that-they-are authorized, and-have-been tested |and attested by-those upon whose veracity we-can rely, or unless our reason approves of-them and-we-have ample proof that-though they-may-have some defects, |their adoption will-be valuable

to us in-the-main, that-we may employ them to-the benefit of-ourselves and others, and-that-they-will-be readily recalled on|occasions of necessity. No matter how apposite the arguments may appear which-are adduced to-move us from an opposite opinion, we should-be as adamant in the face of|any demand upon-the feelings, which-our reason does-not sanction. Thus, any attempt to-tempt us to foolish actions will-only end in-the failure of-the tempter. We-|have-been endowed with mental faculties far and away above those with-which-the lower animals are endued, in order that-we may protect ourselves from-our enemies, and may|add to-our happiness. It-is a fact, however, that-such-is-the effect of-persuasion upon some persons of weak will that-they become as mere wax in-the|hands of-those-who-would lure them to ruin. With-such people it-seems only necessary for a fluent rogue to advance an alluring prospect of an affluent position at-|little cost, and-they fall at-once, without a defence, into-the trap set for-them. Is-not-this-the secret of almost every successful fraud we-have-heard or|read of in-any-nation? There-are, alas, too-many persons who-make-it their vocation or avocation in life to dupe others less able than themselves. They-have no|feelings of honour, or else would-not prey on-the failings of-those around. They despise veracity, and-their greed for gold amounts almost to voracity. In order to obtain|wealth they-make light of-every obstacle, and are slow to admit themselves beaten. They-are averse to honest labour, and-yet they spare no pains to become versed in-|the cunning arts necessary to extract money from-their victims, and to extricate themselves from-the consequences of-their illegal actions. They devise a plot, and, under-the semblance of|advice, they operate on-the greed and-credulity of ignorant persons, and-having thrown them off their guard, lead them into foolish adventures. Truly "A fool and-his money are|easily parted." We should-not attach too-much importance to a scheme because-it-is introduced with a flourish of fair words, nor should-we touch any speculative affair without|first subjecting it to an accurate examination. If-we-could only examine the annual returns of failures and analyze their-causes, we should-find that many are attributable to an|utter absence of-judgment in-the conduct of business, and an over confidence in-the nicety and honesty of-others.







Summary.






1. An initial vowel requires the use of an initial stroke ; a final vowel requires the use of a final stroke.
2. An initial or a final vowel may be indicated by the alternative forms for *r* or *l*.
3. The position of an outline is decided by the vowel or accented vowel in the word.
4. The first downstroke or the first upstroke indicates the position of the outline.
5. There is no third position for outlines consisting only of horizontal strokes, or only of half-sized strokes, or of horizontal strokes joined to half-sized strokes.
6. An outline derived from a logogram commences in the same position as the logogram.
7. In the case of double-length strokes, only upstrokes take three positions.
8. Vowels should be inserted : (a) In single stroke outlines where a vowel is not indicated by position ; (b) In cases where the vowel is not indicated by an initial or a final stroke ; (c) In pairs of words occupying the same position but having a varying vowel.






CHAPTER XXXV.




SPECIAL CONTRACTIONS.





217. In the Special Contractions dealt with in this chapter, the student is introduced to further methods of contracting outlines. The importance of having such contractions is shown by the fact that in ordinary language only a very limited number of words are used. Of these words at least 60 to 70 per cent. are of frequent occurrence, and are, therefore, included in the grammalogues and contractions of Pitman's Shorthand. An essential point in forming contracted outlines is to choose forms that are distinctive and legible at sight. With this end in view the special contractions are formed according to the following rules:—





(a) By employing the first two or three strokes of the full outline, as in  *observation*,  *advertisement*,  *expediency*,  *represent*,  *unanimity*,  *henceforth*. (See sections 1-3.)







(b) By medial omission, as in  *intelligence*,  *sympathetic*,  *satisfactory*,  *influential*,  *amalgamation*. (See section 4.)

(c) By using logograms, as in  *thankful*,  *something*,  *displeasure*,  *remarkable*,  *insignificant*. (See section 5.)



















































(d) By intersection, as in  *enlarge*,  *nevertheless*,  *notwithstanding*. (See section 5.)

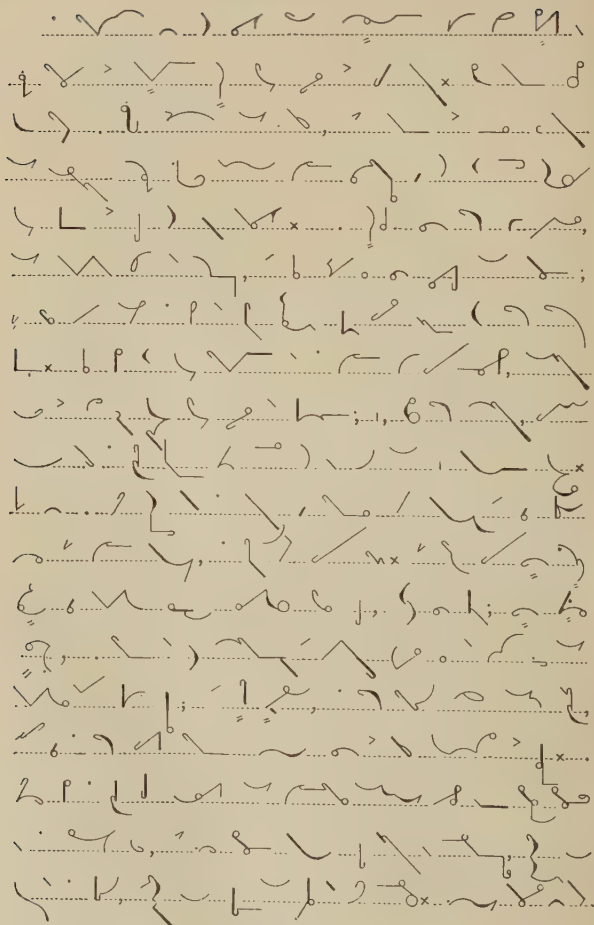
(e) As a general rule the same contracted form may represent either an adjective or an adverb, but where a distinction is necessary the adverb should be represented either by writing a joined or disjoined *l*, or by writing the form for the adverb in full; thus,  *irregular*,  *irregularly*;  *substantial*,  *substantially*.

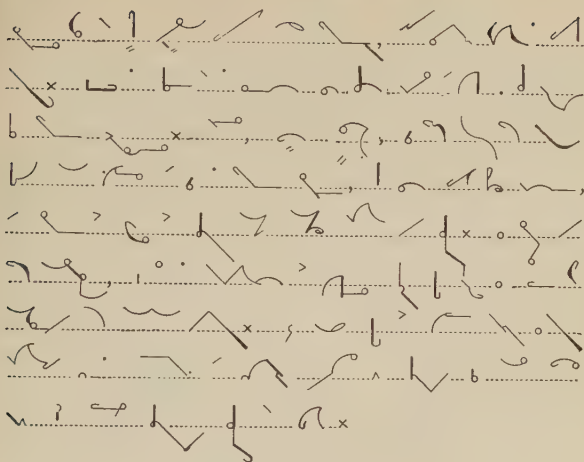
(f) Dot *-ing* is generally used after contractions. In a few words such as  *astonishing*,  *distinguishing*,  *relinquishing*, and  *extinguishing*, where the stroke is clearly better, the stroke is used.

218. The lists of contractions which follow are arranged according to the principles explained above, and the student should memorize them. In order to assist in the memorizing of the lists, the portion of a word which is not represented in the contracted outline is shown in parenthesis. The student, therefore, should pay special attention to the syllable or syllables not in parenthesis, and by this means he will have a splendid aid to the remembering of the contracted forms. Thus,  *pec* is the contraction for *peculiar-ity*,  *perf* for *perform-ed*,  *perfs* for *performs-ance*,  *dig* for *dignify-fied-ity*,  *Feb.* for *February*,  *fam* for *familiar-ity*, and so on. The exercises which follow each list should be written from dictation until they can be taken down with ease and rapidity.

SPECIAL CONTRACTIONS: SECTION 1.

 Pec(uliar-ity)	 applic(able- ility)
 perf(orm-ed)	 platf(orm)
 perf(orm)s- (an)ce	 benev(olent- ence)
 perf(or)mer	 benign(ant-ity)
 perp(endicular)	 obscu(rity)
 pub(lic)	 obser(vation)
 repub(lic)	 subsc(ribe-d)
 repub(lica)n	 subsc(rip)tion
 pub(lish-ed)	 substan(tial)
 pub(li)sher	 unsubstan(tial)
 pub(lica)tion	 trib(unal)
 prac(tice)	 (con)trover(sy- sial)
 prac(tise-d)	 defici(ent-cy)
 prac(tic)able	 democra(cy- tic)
 imprac(tic)able	 depre(ciate-d)
 prejud(ice-d-ial)	 depre(ciat)ory
 prelim(inary)	 descri(ption)
 prerog(ative)	 diffic(ulty)
 preser(vation)	 dig(nify-ied-ity)
 prob(able-ility)	 disch(arge-d)
 improb(able- ility)	 dissim(ilar)
 profici(ent-cy)	 distin(guish-ed)
 prop(ortion-ed)	 adver(tise-d- ment) [tion)
 disprop(ortion)	 dilap(idate-d-
 propor(tionate)	
 dispropor- (tionate)	

Exercise 103.



Exercise 104.

































In-the-preliminary announcement published on-Thursday the public were made aware of-the deficiency in-the income of-the Benevolent Society which performs a good work in a most | practicable manner. The offices of-the-society are situated in a building which-is a fine example of perpendicular architecture, but it-is in a state of dilapidation. Lately there-| has-been a controversy among-the-members on-the prerogative of-the committee, and many dissimilar views were expressed by democratic and other members. As a tribunal the committee do-| not always show a dignified and benignant attitude.





















Among other observations, some of-which were depreciatory and somewhat hidden in obscurity, the chairman, a person of-prejudiced views, said there | were many difficulties in-the way, but it-was-not at-all improbable that our new patents would revive our trade in-the South American Republics, as-they-were peculiarly | applicable to-the wants of-its people. Otherwise, to-seek-the preservation of-the concern when-the profits were so unsubstantial and so disproportionate to-the amount invested, and when-| the-price-of-the stock was so depreciated was absurd, and-it-was inadvisable to carry on-the company.

The *advertisements* in-the paper are out-of all-*proportion* to-| the news which-is very *deficient*, and-we marvel at-the prosperity of-the *publication* and-the confidence of-the *publishers*. It-has often *subscribed* *substantial* amounts to *public* funds,| opened its columns for national *subscriptions*, and given *distinguished* services to-the cause of charity.

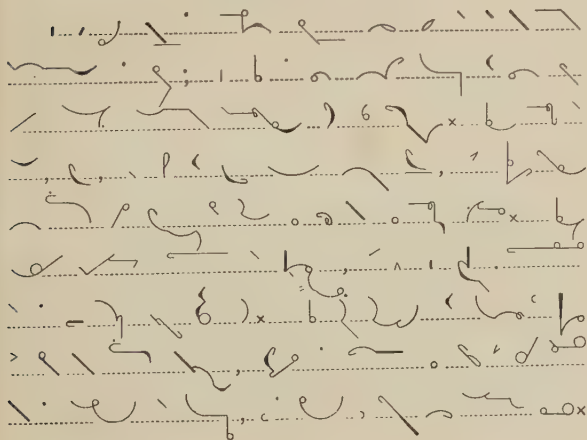
The *performer* who *performed* at-the theatre is a Russian, and-his artistic *performance* of-| the play brought out all-the *peculiarities* of-the Slav race, although there-was a *disproportion* in-his acting which-would render a long engagement *impracticable*. (296)

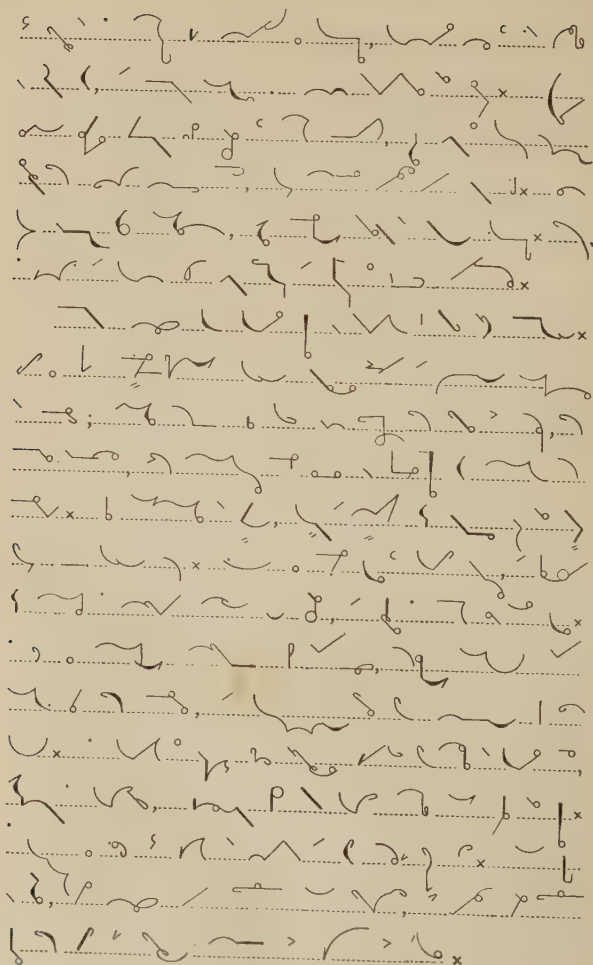
SPECIAL CONTRACTIONS : SECTION 2.

..... 	Jan(uary) 	extin(guish-ed)
..... 	cab(inet) 	extraord(inary)
..... 	cap(able) 	extrav(agent- ance)
..... 	incap(able) 	agricul(ture-al)
..... 	capt(ain) 	gov(ern-ed)
..... 	cath(olic) 	gov(er)nment
..... 	charac(ter) 	fam(iliar-ity)
..... 	charac(ter)is- (t)ic 	fam(ilia)rize
..... 	commer(cial) 	fam(iliar)iza- tion
..... 	{ cross- ex(amine-d) 	Feb(ruary)
..... 	{ cross- ex(amination) 	finan(cial)
..... 	exch(ange-d) 	effici(ent-cy)
..... 	exped(iency) 	ineffici(ent-cy)
..... 	expend(iture) 	suffici(ent-cy)
..... 	expens(ive) 	insuffici(ent-cy)
..... 	extemp(orane- ous) 	philan(thropy- ic

	philan(thro)p- ist		manuf(ature)r
	aston(ish-ed- ment)		math(ematical)
	esp(ECIAL)		math(ematic)s
	esq(uiRE)		math(ema)ti- cian
	estab(lish-ed- ment)		max(imum)
	immed(iate)	(see <i>minimum</i> in Section 4.)	
	impreg(nable)		mechan(ical-ly)
	impertur- (bable)		melan(choly)
	mag(netic-ism)		metrop(olitan)
	manuf(ature-d)		misd(emean- our)
			mor(t)g(age)

Exercise 105.































































Exercise 106.

At-the meeting of-the-directors to-day it-was stated that-the rates of *exchange* in *January* and-*February* were favourable to *manufacturers* in-this-country. Regarding-the-matter | of *expediency*, to discuss which-the meeting was primarily called, it-was thought that-the plan suggested might prove very *expensive* and cause endless trouble in arranging the necessary *mortgage*. | The chairman, John Ogden, *Esq.*, a *commercial* magnate, well-known for-his *philanthropy*, is a very *capable mathematician*, and he carries out all-his business with *mathematical* exactitude. He-is | hoping that-the *mechanical efficiency* of-the *establishment* may-be *sufficient* to-check any *extravagance* in *expenditure* during-the coming year. No-man is more *familiar* to-the-members of-| the-*Exchange* than he, and-his *extemporaneous* speeches at social functions are *extraordinary* for-their humour, while his *imperturbable* manner is a *characteristic* which compels the admiration of all. He-| is possessed of-great personal *magnetism*, and-it-is due, undoubtedly, to-his ability that-the company has an almost *impregnable* position which-has *astonished* those-who-are engaged in | a similar *manufacture*.

The new book of essays by a member of-the-*Government* contains some very worthy sayings: "A person of-*character* is *incapable* of a mean action, and-| is able-to-govern himself under all-circumstances. We-cannot-be wise *philanthropists* unless we *familiarize* ourselves, and sympathize, with human nature. Our *familiarization* with new scenes and new peoples | shows us the *insufficiency* of-our education." In-the-*immediate* future we expect to see-the author at-the head of-the *cabinet*.

In dealing-with-the *misdeemeanour* of-the | *melancholy captain*, the *metropolitan* magistrate passed the *maximum* sentence after a close *cross-examination* of-the offender, and-after several-witnesses had-been *cross-examined*, and despite the fact that-| the-prisoner's action had-been *governed* by *financial* troubles over-which he had no control. The magistrate is a man of *catholic* tastes, and-is one of-the prime movers | in-our *Agricultural Show*, and he is regarded as an authority on most matters relating to-*agriculture*. His model farm is a splendid example of scientific farming, and-it-is | a source of *astonishment* to-the farmers in-the district who-are mostly satisfied with seeking for-the best results by *empirical methods*. (383)

SPECIAL CONTRACTIONS: SECTION 3.

	Antag(onist-		sing(ular)
	ic-ism)		elec(tric)
	enthus(iastic-		elec(tri)cal
	-iasm)		elec(tri)city
	incor(porated)		recov(erable)
	indefat(igable)		irrecov(erable)
	independ(ence-		ref(orm-ed)
	ent)		ref(or)mer
	indescrib(able)		refor(mation)
	indig(nant-ion)		reg(ular)
	indiscrim(inate)		irreg(ular)
	indispens(able)		relin(quish-ed)
	individ(ual)		rep(resent-ed)
	inf(orm-ed)		misrep(resent-
	inf(or)mer		ed)
	insub(ordinate-		rep(resenta)-
	ion)		tion
	interest		rep(resentat)-
	interested		ive
	disinterested-		repug(nant-
	(ness)		ance)
	uninterest(ing)		resig(nation)
	invest(ment)		respons(ible-
	negl(ect-ed)		ility)
	negl(ig)ence		irrespons(ible-
	{nev(er)		ility)
	{Nov(ember)		aristo(cracy-
	sensib(le-ility)		tic)
			organ(ize-d)
			orga(ni)zer

..... organ(i)zation

..... orthod(ox-y)

..... certif(icate)

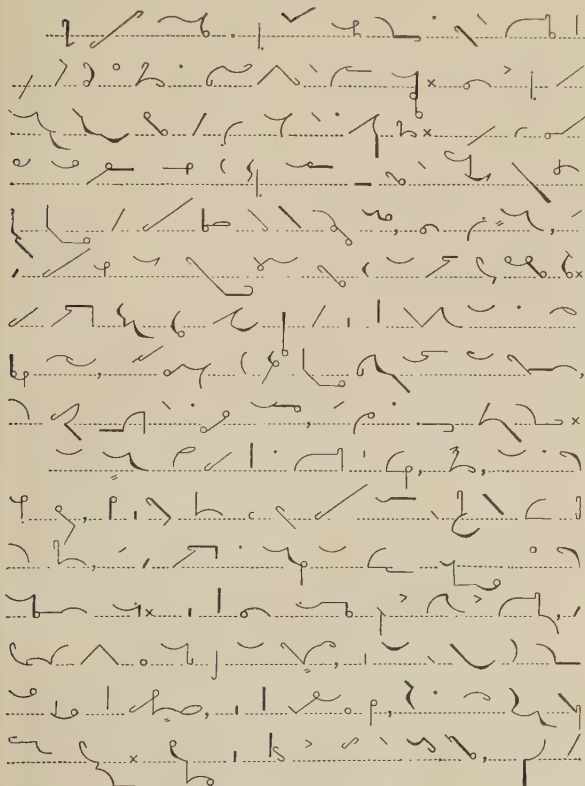
..... uni(form-ity)

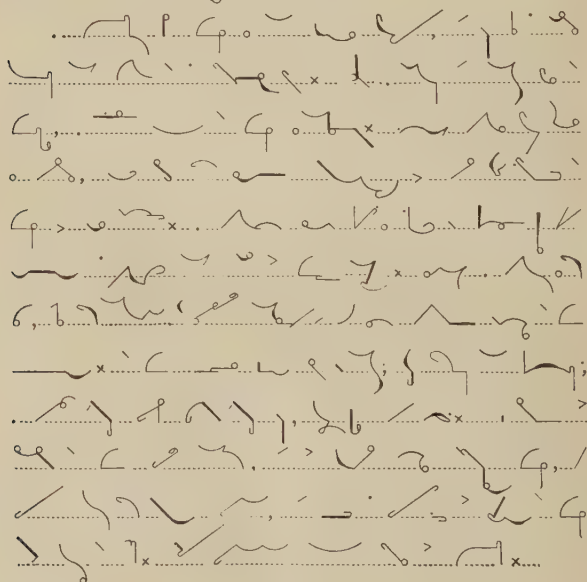
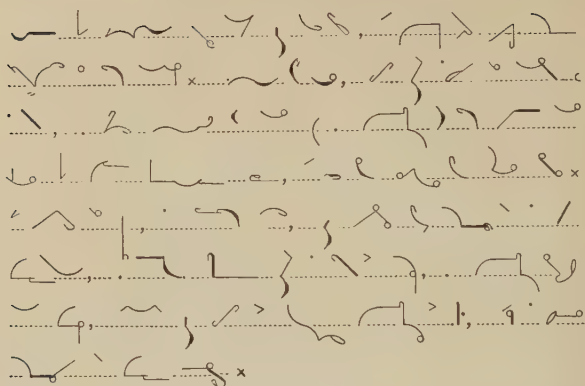
..... { unan(imity)
unan(imous)

..... yest(erday)

..... hencef(orth)

Exercise 107.





Exercise 108.

Great *interest* is manifested in-the *electric* apparatus at-the local exhibition, the *indefatigable organizer* of-which-is very *enthusiastic* in following-the development of *electricity* and all *electrical* appliances. |















































Our *representative* on-the council is *responsible* for-the *negligence* of-the *reform*, and our committee is of-the *unanimous* opinion that *henceforth* its support cannot-be given to-one | who-has shown so-much *indiscriminate independence* and-neglect of-his duties, and-it purposes nominating another and a less *aristocratic* candidate for-the *November* elections.








Yesterday the *investment* was sanctioned | by-those *interested* in-the *reformation* of-the-association, and-it-was hoped that-its previous position would soon be *recoverable*. When-the-association becomes *incorporated*, its *certificate* should-be | recognized by-all similar *organizations*, some of-which-have shown considerable *antagonism* towards it, and displayed an *indescribable indignation* when-the executive refused to *relinquish*-the policy formulated several weeks ago.








There-was a *unanimity* of opinion by all-the *reformers* present that *organized* playgrounds were *indispensable* in-the education of children, and-it-was resolved to-make a *representation* | to-the council, and to ask it to introduce *uniformity* in-this-matter throughout-the county. This resolution was *singularly* unfortunate, and was-the cause of friction between these *individuals* | and-the council.

Regular subscribers to-the institution showed *repugnance* to-the *irregular* practices, and many *informed*-the Board that-they-would withdraw their support if-such *irresponsible* and *indiscriminate* | actions were allowed contrary to all-the *orthodox* teachings of-the past. We-fear that no *disinterested* person was-the *informant* in-this-matter, and-probably he *represented* the circumstances | to be more serious than they really are. The *resignation* of-the secretary, however, will-be demanded, as-his attitude amounts to *insubordination*, and-this will cause-the regret of | all, no matter what their *sensibility* may-be. The agenda of-the next Board meeting will-be far from *uninteresting*, and an apparently *irrecoverable* position may-be turned to-the | advantage of-the institution. (334)

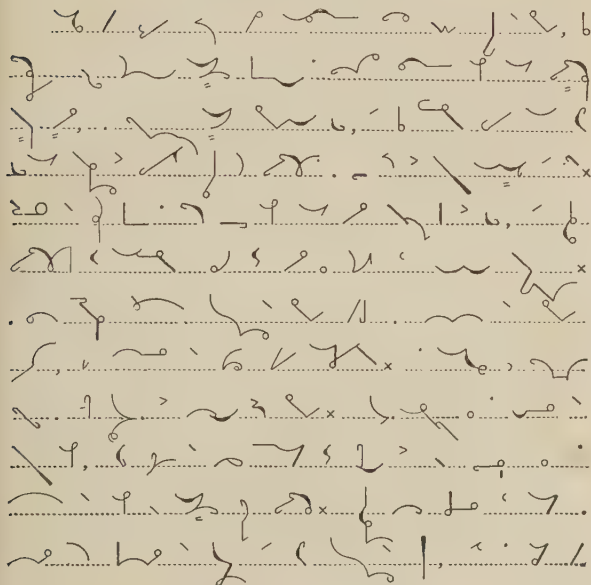
SPECIAL CONTRACTIONS: SECTION 4.

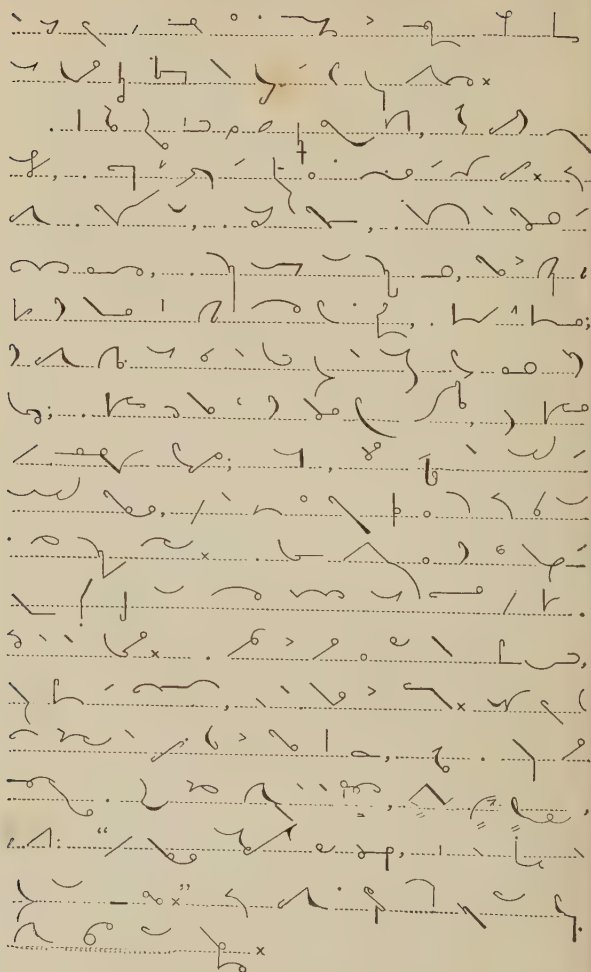
	Parl(iament)		amal(ga)mate
	ary [arian		mar(coni)- gram
	parl(iament)		m(inim)um
	pros(p)ec(t)us		symp(athet)ic
	tel(e)graph(ic)		unsymp(athet)- ic
	tel(e)gr(am)		inves(tig)ation
	satis(fact)ory		insu(ran)ce
	unsatis(fact)- ory		know(l)edge
	adm(in)istrat(or)		acknow(l)edge
	adm(in)istra- trix		acknow(l)edg- ment
	do(c)trine		acknow(l)edged
	del(in)quent		in(con)siderate
	del(in)que(ncy)		in(fluen)tial
	ques(tion)ab(le)		unin(fluen)tial
	unques(tion)- ab(le)		int(elli)gence
	deg(enera)tion		int(elli)gent
	fals(ific)ation		int(elli)gible
	phon(ograph)ic		En(gli)sh
	phon(ograph)er		En(gli)shman
	veg(etar)ian		En(g)land
	veg(etarian)- ism		leg(islat)ive
	auspi(ci)ous		leg(isla)ture
	amal(ga)ma- tion		ar(bi)trate

 ar(bi)trator
 ar(bi)tration
 ar(bi)trament
 ar(bi)trary
 wheresoev(er)
 whereinsoev(er)
 whithersoev(er)

 u(ni)verse
 u(ni)versal
 u(ni)versality
 U(ni)vers(al)-ism
 u(ni)versity
 howsoev(er)
 whensoev(er)

Exercise 109.





Exercise 110.







































One who *arbitrates* is called an *arbitrator*, and-there-is a growing tendency to submit all disputes to-the *arbitrament* of a third-party. Such decision would frequently save-the | disputants from being *arbitrary* and harsh towards one another *whereinsoever* amends may-be-made. It-is thought by-some that a *universal* language would foster the spirit of *arbitration* throughout-| the *universe*, but as yet the attempts made to formulate such a method of intercommunication have-not-been very-*satisfactory*. There-can-be no-doubt that *telegraphic* communications, by *telegram* | and *marconigram*, work for-the cause of peace.

The *investigation* by-the *parliamentary* committee was *universally acknowledged* to be justified, and although-the *falsification* of-the reports was established, there | were many *unsympathetic* remarks, reflecting adversely on-the supposed *delinquencies* of-members of-the *legislature*, by *influential* and *uninfluential* newspapers. All *Englishmen*, however, should-be proud of-the *legislative* bodies | of *England* and should be *sympathetic* towards all endeavours to effect any *intelligent* progressive reforms.

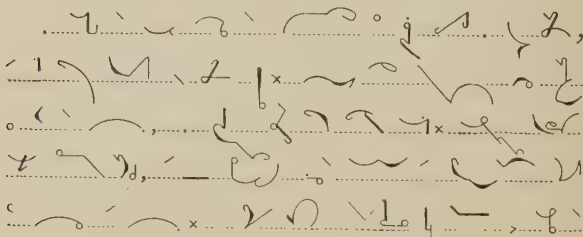
At an *auspicious* gathering of-our scientific society the *university* lecturer said an *intelligible* reason | could-be given for-the theory of *degeneration*, but-the *universality* of-its acceptance by scientists was-not to be expected in-our present state of *knowledge*. On a future | occasion he-is to-lecture on-the-*doctrine* of *Universalism*. He-is *acknowledged* to be a *capable phonographer*, and, like the "Father of-Phonography," he-is a *vegetarian*, and urges | his *phonographic* and other friends to-practise-the principles of *vegetarianism* *wheresoever* they-may-be.

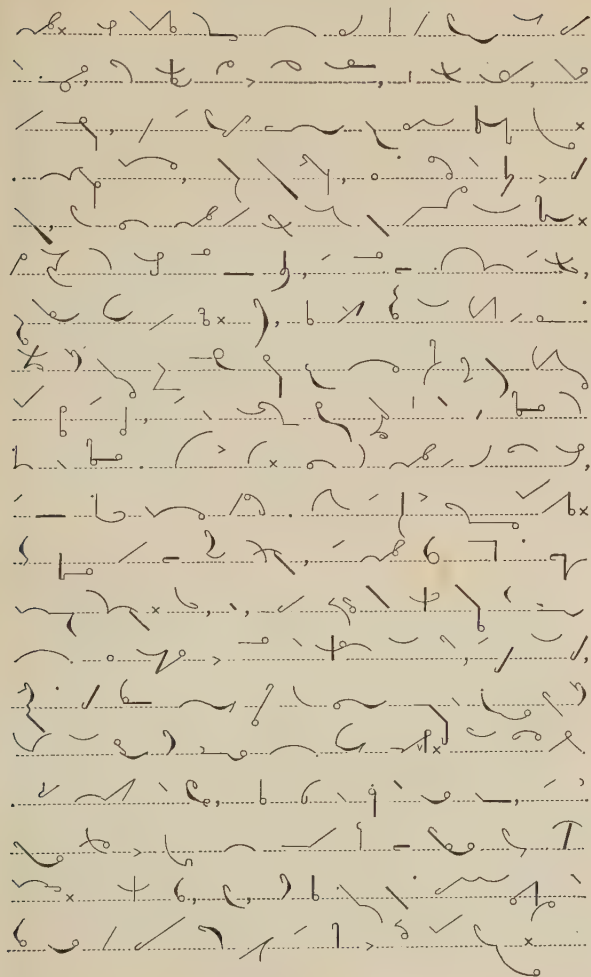
The *prospectus* which-you forwarded yesterday, in *acknowledgment* of-mine of-last Monday, is *unquestionably* | very *unsatisfactory* *howsoever* it-may-be considered. The *amalgamation* of two such *prodigious* concerns is very undesirable, and-the *intelligence* of-prospective insurers should warn them of-the disadvantages of | insuring under their tables. In-our company-the *minimum* period for-such a policy of *insurance* is fifteen years, and-it-is *questionable* if-you-can secure better terms through | any other *English* office. From-the-enclosed cutting you-will-find that-the *delinquent administrator* and *administratrix*, whom you-mention, were punished for-their fraud in connection with-the estate. |

SPECIAL CONTRACTIONS: SECTION 5.

 Al(to)ge(ther)	 whatev(er)
 toge(ther)	 whenev(er)
 (circum)stan-	 misf(ortune)
 tial	 unprincipled
 displeasure	 n(o)t(withstand-
 journalism	 ing) [(al)
 journalis(t)ic	 de(nomi)nation-
 everything	 de(nomi)n(a-
 thankful	 tionalism
 thanksgiv(ing)	 in(can)descent
 something	 in(can)descence
 remarkable	 enlarge
 anything	 enlarged
 nothing	 enlargement
 insignificant	 enlarger [ce)
 insignificance	 in(con)ven(ient-
 unselfish-ness	 n(e)v(er)theless)
 uncons(t)itution-	 irrem(ov)able
 al	 rem(ov)able

Exercise 111.





Exercise 112.

Dear-Sir,

My committee have considered your communication of-the 12th-inst., drawing attention to-several-matters relating to-the *denominational* schools in-your district.

The *enlargement* of-the Cross | Street Schools received special consideration, and my committee are of-the opinion that *something* should-be done immediately in-this direction. To *enlarge* them again as-they-were *enlarged* ten | years ago seems-to-be necessary, and-it-is hoped to commence building operations during-the coming summer; and, to-save-time, my committee purpose giving the contract to-the-|previous *enlarger* of-the schools.

As-the whole of-the lighting of-the schools requires overhauling, my committee have arranged for a report on-the matter, and-as-the *incandescence* | of-the mantles in-the offices here is very-satisfactory, it-is probable that similar *incandescent* lights will-be fitted throughout.

Notwithstanding your remarks, my committee think-there-will-be | no unfairness to-the *denominationalism* of-the district owing to-the recent Circular coming into force in-the autumn, and are of-the opinion that *nothing* should-be done to | hinder its working. Yours-very-truly,
(186)

Exercise 113.

Dear-Sir,

I-thank-you for-your *circumstantial* account of-the *thanksgiving* celebrations in-your town, the reporting and sending of-which show much *unselfishness* on-your part. *Whenever* I-| can help you in similar circumstances, I-shall-be only too-pleased to-do-so.

It-is *remarkable* that-such an *insignificant* matter as-the one you-mention should give | *displeasure* in *journalistic* circles. One would-have-thought that-its very *insignificance* would-have-been sufficient to ensure its acceptance. Certainly it-is difficult to *understand* how *anything* of-the | kind could-be described as *unprincipled* and *unconstitutional*. It-is a *misfortune* that-such a quibble should-be raised, and-I hope that *everything* will-be-done to-save any | *inconvenience* to-those interested in *journalism*. *Nevertheless*, I-do-not-think-the cause is *irremovable*, but rather *altogether removable*, and-I-shall-be *thankful* *whatever* is done to-bring-the | parties *together* again.

Yours-truly,

(155)

Summary.

1. Special Contractions are formed as follows :—
 - (a) By employing the first two or three strokes of the full outline.
 - (b) By medial omission.
 - (c) By using logograms.
 - (d) By intersection.
2. As a general rule the same contracted form may represent either an adjective or an adverb, but where distinction is necessary the adverb should be represented by a joined or disjoined *l*, or by writing the full form for the adverb.
3. Dot *-ing* is generally used after contractions, but the stroke is used in a few cases.

CHAPTER XXXVI.





ADVANCED PHRASEOGRAPHY.

219. The general principles of phraseography are dealt with in Chapter VII, and some of the chapters following it introduce the student to the use of abbreviations and contractions in phraseography. The student is, therefore, familiar with a large number of common phraseograms. In this chapter it is intended to review briefly, and to extend considerably the application of abbreviations and contractions to the formation of phraseograms.


220. Bearing in mind the most important rules of phraseography, that all phraseograms must be recognizable at sight, easily written, and not too long, the various abbreviating devices are made to do service for words, or the forms of words are changed, or words are omitted altogether, with the result that an unlimited number of facile and legible phraseograms may thus be formed.

221. The principles of phrasing are considered under the following heads :—


(1) Circles, Loops and Hooks, (2) Halving.
(3) Doubling, (4) Omissions.

222. CIRCLES.—(a) The small circle, besides being used for *as, has, is, his*, as in  *it has been*,
 *it is not*, may be used to represent *us*, as in
 *from us*,  *please let us know*.


(b) The initial large circle may be used to represent the following:—

(1) *as we*, as in  *as we think*;


(2) *as* and *w*, „ „  *as well as*;

(3) *as* and *s*, „ „  *as soon as*

(c) The medial and final large circle may be used to represent the following:—




(1) *is* and *s*, as in  *it is said*;






(2) *his* and *s*, „ „  *for his sake*;

(3) *s* and *s*, „ „  *in this city*;


(4) *s* and *has*, „ „  *this has been*;

(5) *s* and *is*, „ „  *this is*.


223. LOOPS.—(a) The *st* loop is used for *first*, as in  *at first cost*,  *Wednesday first*; (b) the *nst* loop for *next*, as in  *Wednesday next*.

224. HOOKS.—(a) The *r* and *l* hooks are used in representing a few miscellaneous words, as in  *in our view*,  *it appears*,  *by all means*,  *it is only necessary*,  *in the early part*.







(b) The *n* hook may be used for the following:—



(1) *than*, as in  *older than*;

(2) *own*, „ „  *our own*;







(3) *been*, „ „  *I had been*.



(c) The *f* or *v* hook may be used for the following :—

- (1) *have*, as in  *who have* ;
- (2) *of* „ „  *rate of interest* ;
- (3) *after*, „ „  *Monday afternoon* ;
- (4) *even*, „ „  *Monday evening* ;
- (5) in such phrases as  *at all events*,
 *into effect*.

(d) The circle *s* and *shun* hook may be used for association, as in  *medical association*,
 *political association*.






225. HALVING.—The halving principle is used for indicating the following :—



- (1) *it*, as in  *if it* ;
- (2) *to*, „ „  *able to* ;
- (3) *not*, „ „  *you will not* ;
- (4) *would*, „ „  *this would be* ;
- (5) *word*, „ „  *this word* ;
- (6) in such phrases as  *from time to time*.

226. DOUBLING.—Besides strokes being doubled for *there*, *their*, in a few cases they may be doubled for *other* and *dear*, as in  *some other*,
 *my dear sir*.












227. OMISSIONS.—These are arranged under (a) Consonants, (b) Syllables, (c) Logograms.

(a) Consonants may be omitted as indicated in the following phrases:—

 *mos(t) probably,*  *in (f)act,*
 *in this (m)anner,*  *animal (l)ife,*
 *in (r)eply.*






















































(b) The syllable *con* may be omitted, as in
 *I will (con)sider,*  *we have (con)cluded.*

(c) The signs omitted are chiefly logograms:

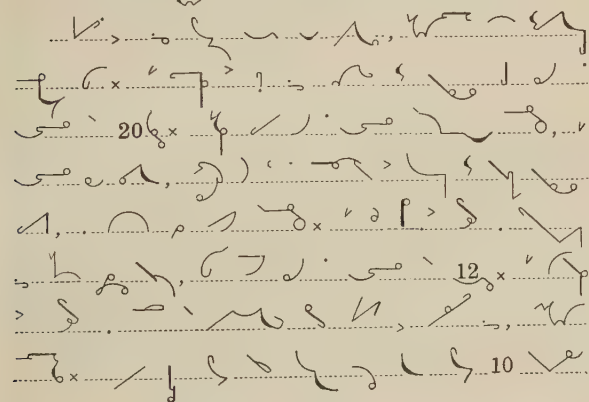
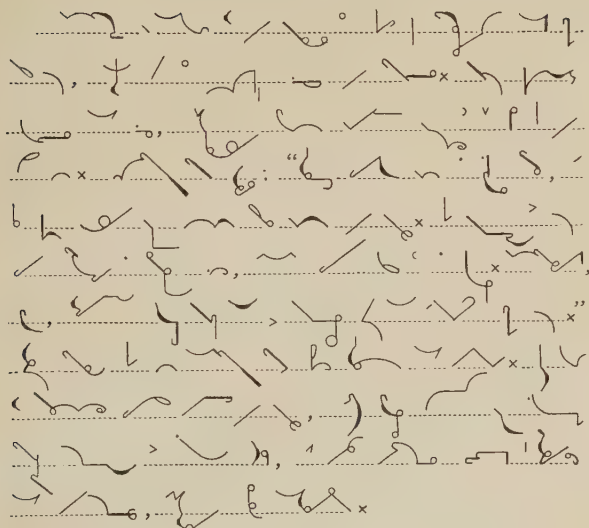
- | | | | | |
|------|----------------|--------------|---|--|
| (1) | <i>a,</i> | <i>as in</i> |  | <i>for (a) time;</i> |
| (2) | <i>the,</i> | <i>„ „</i> |  | <i>all (the) way;</i> |
| (3) | <i>of,</i> | <i>„ „</i> |  | <i>difference (of)</i>
<i>opinion;</i> |
| (4) | <i>of the,</i> | <i>„ „</i> |  | <i>fact (of the) matter;</i> |
| (5) | <i>to,</i> | <i>„ „</i> |  | <i>in (r)eply (to);</i> |
| (6) | <i>and,</i> | <i>„ „</i> |  | <i>again (and) again;</i> |
| (7) | <i>or,</i> | <i>„ „</i> |  | <i>more (or) less;</i> |
| (8) | <i>with,</i> | <i>„ „</i> |  | <i>in connection</i>
<i>(with);</i> |
| (9) | <i>by,</i> | <i>„ „</i> |  | <i>side (by) side;</i> |
| (10) | <i>in,</i> | <i>„ „</i> |  | <i>bear (in) mind.</i> |
| (11) | <i>have,</i> | <i>„ „</i> |  | <i>there mus(t) (have)</i>
<i>been.</i> |

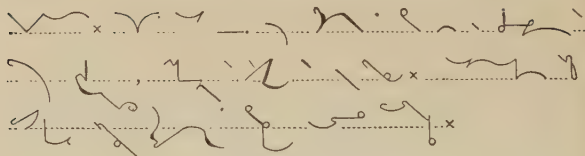
228. The student should seek to understand thoroughly the principles on which the phraseograms in the following lists are formed without seeking necessarily to commit the lists to memory. The exercises which follow each list should be written from dictation until they can be taken down with ease and rapidity.

ADVANCED PHRASEOGRAPHY : SECTION 1.

	agree with the		notwithstanding such
	all circumstances		notwithstanding that
	and in all proba- bility		on either hand
	as fast as		on either side
	as it were		on the other hand
	as much as were		on the other side
	as the matter		on these occasions
	brought forward		on this occasion
	by and by		on this matter
	by the by		peculiar circum- stances
	by some means		per annum
	dealing with the		per cent
	discuss the matter		percentage
	stance		quite agree
	I am certain that		quite agreeable
	you are		so that we may
	I am inclined to think		take the liberty
	I am persuaded		there were
	I am very glad		those which we
	I think it is		are now
	necessary		those who are
	I think that you		those who were
	are		through the world
	in his own opinion		to bring the matter
	in the meantime		under all circum- stances
	in this country		you will agree
	in this matter		
	in this respect		

Exercise 114.





Exercise 115.

Dear-Sir,—I-am-very-glad to notice-that by-some-means you-are hoping to-have-the new proposal brought-forward at-the-next meeting of-the-directors, and-I I-am-persuaded that in-the-meantime you-should-not discuss-the-matter with anyone, for-it-is-necessary to be very cautious under-all-circumstances, and especially so when I there-are such peculiar-circumstances as on-this-occasion. You-will-probably do what-can-be-done to-make-the case complete, so-that-we-may have every-circumstance detailed I that-is in-our-favour. I-think-that-you-are-aware of-the importance of-having ready a definite scheme if-we-would-be successful, but as-the-matter is I of-such vital importance to us, I-take-the-liberty of-emphasizing-the point. By-the-by, I quite-agree-with you as-to-the wisdom of-seeking-the help I of-our esteemed friend, George Smith, for in-my-opinion we-are dealing-with a very delicate business in-which-we should employ every precaution against possible failure.

Yours-truly, I

(180)

Exercise 116.























Dear-Sir,—I-am-certain-that-you-are-not fully conversant with-the-matter, or you would-not urge those-who-were present on-these-occasions to-bring-the question I to-the notice of-the meeting. On-either-side there-are those-who-are always ready to hurry business as-fast-as they can, notwithstanding-that there-is-no-advantage I gained by unnecessary haste. By-and-by, I-am-inclined-to-think-that you-will-agree-with me on-this-matter, and-then you-will regret that-you unduly hastened-I the passing of-the-rules with-which-we-are-now dealing, the working of-which-has given so-much trouble and expense to-the-members of-our society.

























Yours-truly, I

(120)

ADVANCED PHRASEOGRAPHY: SECTION 2.

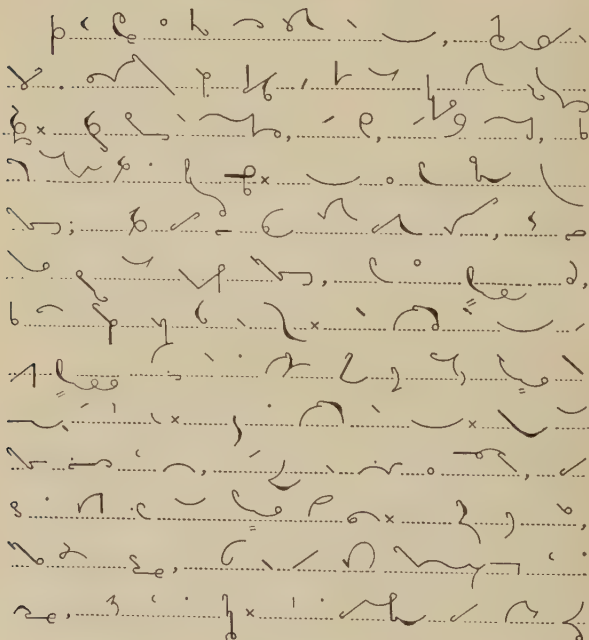
(Circles, Loops and Hooks.)

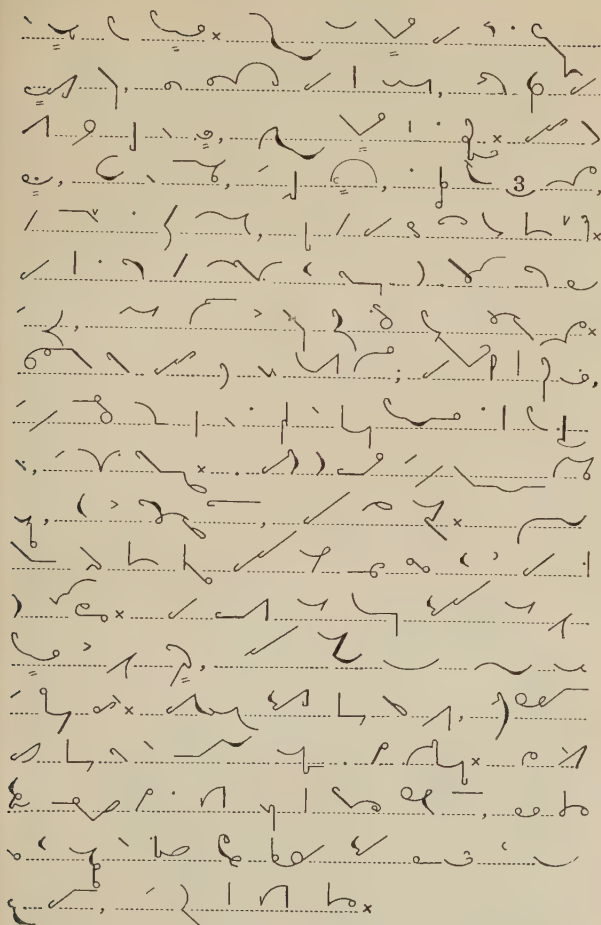
 from us
 please inform us
 to us
 as we have
 as we can
 as we cannot
 as we do
 as we think
 as we shall
 as we may
 as well as usual
 as well as can be
 as soon as we can
 as soon as they
 it is said
 for his sake
 in this century
 in this city
 in this subject
 of this statement
 this has been
 at first cost

 Wednesday next
 in our view
 in our statement
 it appears
 it appears that
 by all means
 it is only necessary
 it can only be
 it may only be
 they will only be
 longer than
 more than
 any longer
 no longer than
 rather than
 smaller than
 at all your own
 at all our own
 have been
 expected
 have been
 informed
 have been
 returned

..... who have not at all events
..... out of doors into effect
..... rate of interest incorporated
..... state of affairs association
..... Thursday after- noon medical assocn.
..... Thursday evening political assocn.
 traders' assocn.

Exercise 117.





Exercise 118.

We-have-been-informed of-the-proposed meeting of-your county-association on-Wednesday-next, and to-us it-appears-| that as-soon-as-the-members realize the state-of-affairs they-will-be only too-glad to postpone a definite decision. We-are of-the opinion that-there-are-many who-have-not agreed-with-the attitude of-the executive, and who do-not-wish-the proposals to be carried into-effect. At-all-events, at-all-our-own | recent county gatherings, which-have-been rather smaller-than usual, there-has-been much objection to-several proposals on-this-subject, and as-soon-as-we-can, we-are having | a postal vote as-we-cannot decide certain matters without knowing-the opinion of-members who-have-not-been in personal attendance to-express any views on-the-questions out-| of which-have arisen our present-difficulties. Please-inform-us at-once of-the-result of-your-meeting.

















































It-will-take longer-than we expected to-finish the premises for-the political-association, but-we-shall-be-able-to get all-the out-of-doors work finished before-the winter sets in; and-then it-can-only-be a matter | of weeks for-the completion of-the interior. Any-way, we-shall-be no-longer-than we-can help. When finished, the building will-be one of-the handsomest in-| this-city, and-it-is suggested by-some-one that a member of-the cabinet should-be asked to open it on a Thursday-afternoon in-the-early spring, so-| that-the members of-the Traders'-Association may attend-the function.

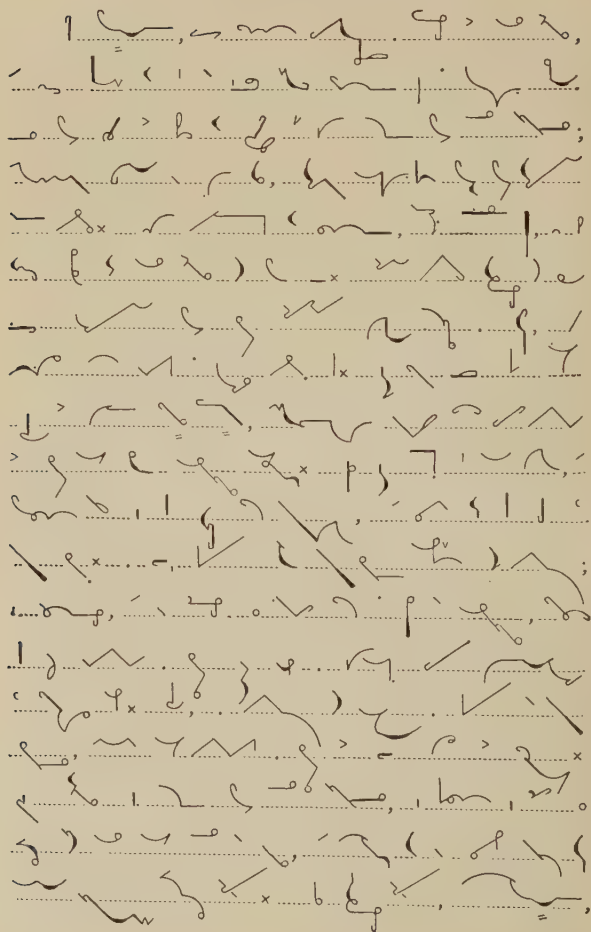
In-our-statement at-the Traders'-Association on-Thurs-day-evening it-will-only-be necessary to-mention the high | -rate-of-interest to be charged for-the loan on-the new buildings, as-we-shall-have a full discussion of-the whole matter at-the-next meeting. All-the | voting cards have-been-returned and-in nearly all-cases the vote is in-favour of-the-present president continuing in office.

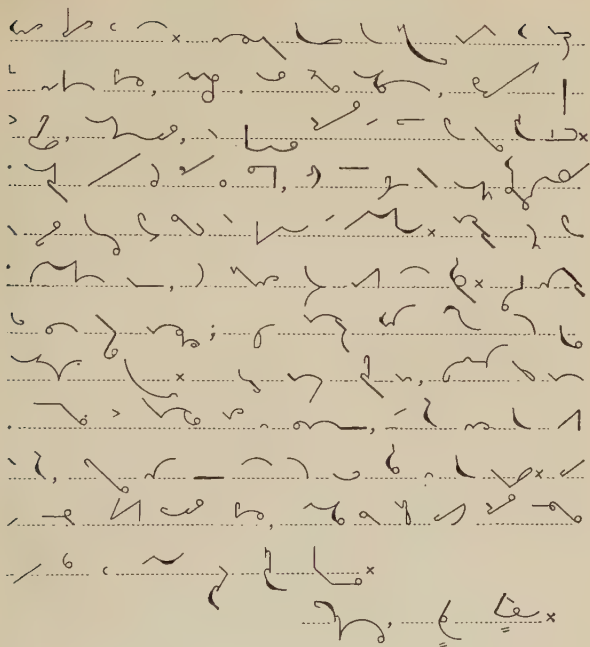
We-shall-be-able-to purchase the materials | at-first-cost, and as-we-do a very large turnover our profits should exceed, rather-than fall below, those of-last-year. As-well-as-can-be estimated beforehand, | we-shall-have to increase our stocks at-all-our-own depôts, and as-we-may also require a new depôt at Acton, we-shall-be-obliged to increase-the | initial order. In-view of-this we-shall-expect prices to be much lower-than-the old rates.

ADVANCED PHRASEOGRAPHY : SECTION 3.

(Halving Principle.)

	as if it were		I trust not
	by which it was		I was not
	if it is not		you cannot
	if it be not		you may not
	if it were		you must not
	in which it is		you should not be
	in which it has		you were not
	appeared		you are not
	of which it has		I would
	been		if it would be
	of which it must be		they would
	able to make		they would be
	able to think		they would not be
	I am able to think		we would
	I am unable to		few words
	think		in our words
	we are able to		many words
	make		at any rate
	you will be able to		at all times
	I cannot be		at some time
	I cannot say		at the same time
	I cannot see		for some time
	I hope you will not		from time to time
	I may not be		some time ago
	I shall not be		

Exercise 119.



Exercise 120.

My-dear-Sir,—För-some-time past I-have-been unable to-write to-you as I-have desired and-as I-promised you when you-were here. I-hope-| you-will-not-be annoyed at-my apparent neglect. You-should-not-be, and-I-am-sure you-will-not-be when you-are-aware of-the-reason for-my | silence. I-have-no-doubt you-will-remember that I-was-not well previous to-your visit, but I-am-sorry to-tell-you I-have-been under-the care | of Dr. Brown ever-since-the day you left. Indeed, you-were-not gone

an hour when I-had to-send for-the physician. I-do-not-know what was-the | cause of-my illness ; I-cannot-say that I-am-aware of anything to-which-it-may-be due. I-know of nothing to-which-it-can-be traced. At-|all-events, it-has-been very severe, and, for-some-time, my recovery was considered hopeless. Of-course, I-am-not yet out-of-the wood, and-I-must-not | boast, but I-think I-am fairly on-the road to complete recovery. You-will-be-sorry to-learn that I-am-not yet strong enough to-leave my room, | but-you-must-not. suppose that I-am in danger. I-trust I-shall-be-able-to-make an effort to visit you some-time during-the coming month. At-|any-rate, I-am hoping so. I-have-heard that-you-were injured slightly in-the railway accident last Friday. Is-this true ? I-trust-not. If-it-is, you-|are-not likely to be improved by-my-letter. If-it-is-not you-will pardon my mentioning the report. In-any-case, you-might send me word, and-if-| you-can spare-the time, perhaps you-will come over on-Monday. If-you-cannot arrange this, please inform me from-time-to-time how you-are getting on with-| the new business, to-which-it-appears you-are devoting yourself. If-it-be as successful as you-were inclined-to-think you-will-be very fortunate, and-if-it-| be-not quite so profitable as you hoped, it-will still have proved an interesting experiment. At-all-events, it-was well worth a trial. At-the-same-time, you-| should-not work too hard. If-you do you-must-not-be surprised to-find your health giving way. I-have-no-doubt of-the ultimate success of-your patent, | and-if-it-were-necessary, I-could arrange to invest a considerable amount in-the business. I-cannot-do anything in-the-matter of-the shares you spoke about until-| I-have-seen-you again. I-cannot-see that-there-is any hurry about-the affair. If-it-does happen that-the shares are all taken-up before I-make | application I-shall-not mind very-much. I-am-trusting, however, that-you-will-be-able-to pay me a visit on-Monday and explain matters. I-have staying with | me an old friend who-has-been out to South-America for three-years on business matters, and-I-am-sure you-will-be delighted with-his conversations on-the | customs and manners of-the natives.























Yours-truly,


























THOMAS MAKIN.





(550)




ADVANCED PHRASEOGRAPHY: SECTION 4.

(*Doubling Principle.*)

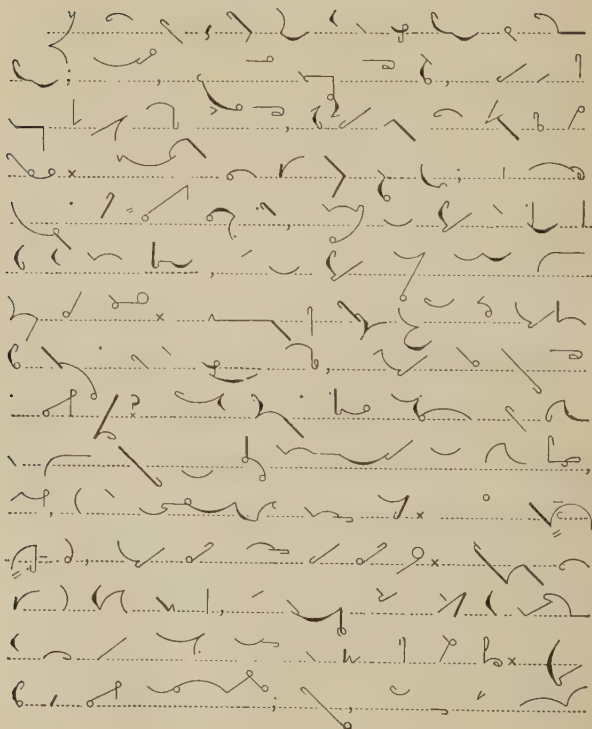
 above their
 before there
 for their
 for their own
 for their sake
 from their
 has to be there
 how can there be
 I am sure there is
 I believe there will
 be
 I have their
 I have been there
 I know there is
 I know there is not
 I know there will
 be
 I see there is
 I think there will
 be
 I wish there were
 if there
 if there is
 if there is to be
 if it be there

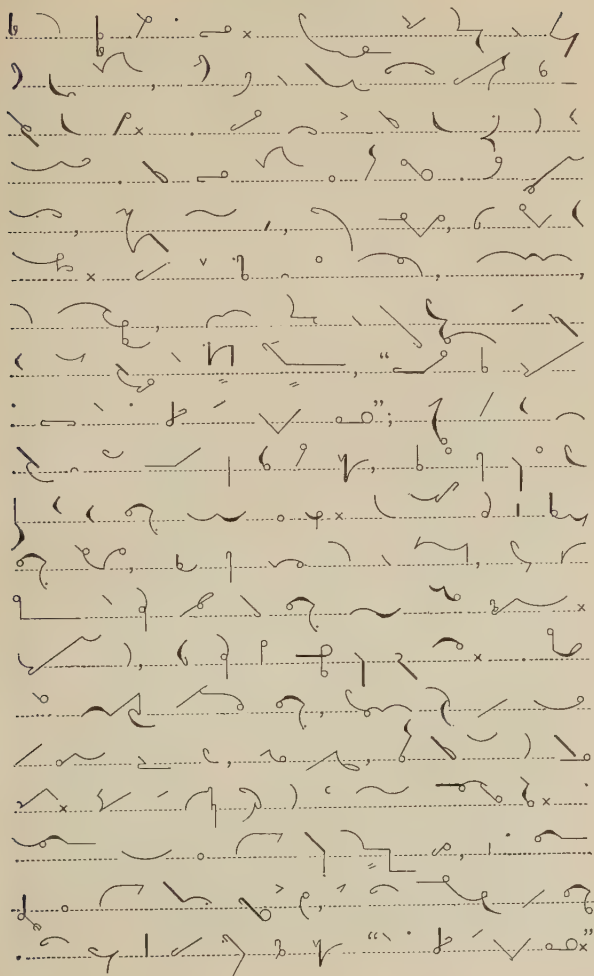
 in their case
 in their opinion
 in their statement
 in which there is
 increasing their
 value
 making their way
 more than their
 pending their
 decision
 shall be there
 then there are
 they have been
 there
 though there is
 upon their
 we have their
 we have been there
 whenever there is
 by some other
 means
 some other
 some other way
 some other
 respects
 or some other
 in other words

 in order
 in order that
 in order to
 my dear sir

 my dear madam
 my dear friend
 my dear fellow
citizens

Exercise 121.





























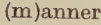



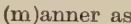





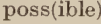



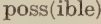











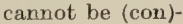

Exercise 122.

















































I-know-there-has-been a great-deal said, as-well-as written, about-the interest attaching to-the study of phrase and-fable, but I-know-there-has-not-| been sufficient said, in-view of-the importance of-the-matter, and-I-know-there-will-be a great-deal-more both said and written before the subject is exhausted. | Whenever-there-is a subject of interest to-the general reader, and a desire expressed for information upon-it, there-will-be-found someone ready and willing to obtain-the | necessary knowledge and impart it to-others. As-we-have-seen, too, the work is from-time-to-time generally executed as-well-as-it-can-be, and-the-results | made known in-the very shortest time possible. This-is a great convenience to-most of-us, as-we-have-not-time to devote to-research in-these-subjects. I-| think-there-is room, indeed, I-am-sure-there-is room for-something-more on-the-topic I-have-mentioned before it-can-be-said that-the public is tired | of-it. There-are-some-people, however, who know very-little of-the origin and meaning of-many peculiar expressions of-frequent occurrence. For-their-sake, for-their-satisfaction and-| pleasure, as-well-as for-the educational advantage it-would-be to-them, I-wish-there-were-some means of-bringing before-their notice some of-the books already published | on-this-subject. I-know-there-is a variety of opinion, however, on almost all-questions, and-if-there-be any of-my-readers who doubt-the benefit to be | derived from such a study as I-have referred to, and-if-they assert that, in-their-opinion, it-would-be a waste of-time as-well-as money to-| procure such books, I-ask-them, for-their-own-sake and for-that of-other-people in-their-position, who-may look at-the matter from-their own view, to- | weigh-the following-points as carefully and as-soon-as-they can :— How often do-we-come across such phrases as “ toad eater,” “ salted accounts,” etc., and-though-their meaning, | from-their position in-the-sentence, may-be pretty clear, should-we-not-have some difficulty in saying how they came to-have-their present signification? Have-we-not all | occasionally read some phrase, or heard some allusion which-we-did-not-understand, and-have-we-not sometimes lost the beauty of a passage through our want of knowledge? I-| think-there-will-be few who-will dissent from this.

ADVANCED PHRASEOGRAPHY : SECTION 5.

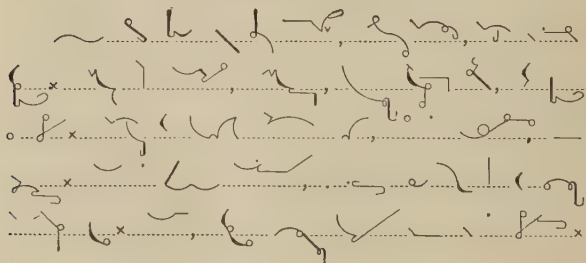
(Omissions : Consonants and Syllables.)

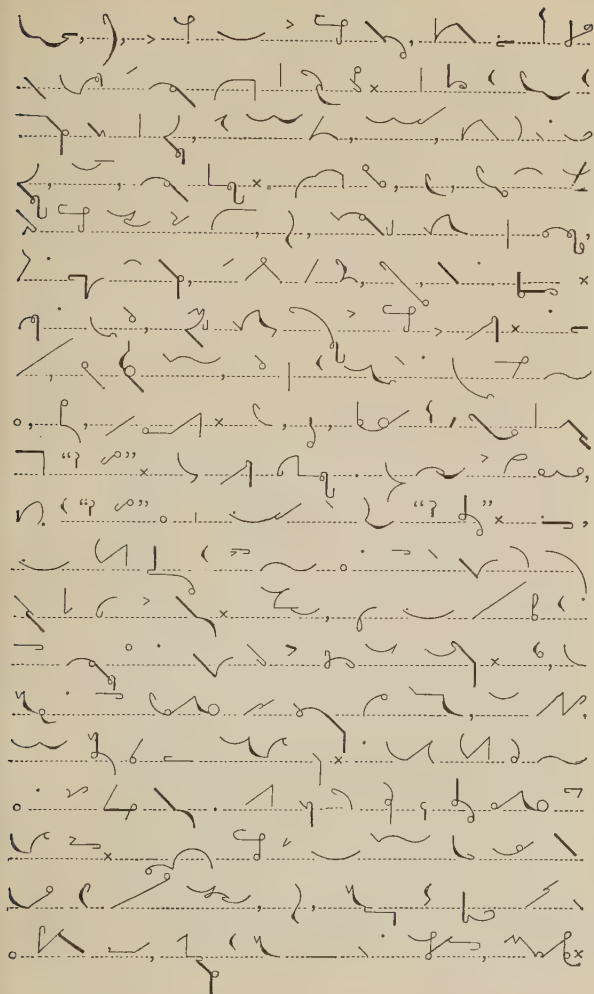
 I have (r)ecieved
 in other (r)espects
 in (r)eply
 we have (r)ecieved
 almos(t) certain
 just now
 jus(t) received
 las(t) week
 las(t) month
 last year
 mos(t) probably
 mus(t) be
 nex(t) week
 there mus(t) be
 you mus(t) be
 you mus(t) not be
 very please(d)
 indeed
 in (f)act
 in (point of f)act
 telegra(ph) office
 wor(th) while
 is it wor(th) while

 and in like
 (m)anner
 and in the same
 (m)anner
 and in the same
 (m)anner as
 in this (m)anner
 nex(t mon)th
 this (mon)th
 as far as poss(ible)
 as much as
 poss(ible)
 assoon as poss(ible)
 as well as poss(ible)
 as if it were
 poss(ible)
 jus(t) poss(ible)
 betwee(n) them
 foundatio(n) stone
 o(n)e another
 towards o(n)e
 another
 industrial (l)ife
 I (h)ope
 I (h)ope you are
 satisfied
 and the (con)trary
 cannot be (con)-
 sidered

 for (con)sideration	 satisfactory (con)
 fully (con)sidered	 clusion
 further (con)-	 shall be (con)-
 sidered	 sidered
 further (con)-	 shall be (taken
 sideration	 into con)-
 I have (con)-	 sideration
 cluded	 should be (con)-
 in (con)clusion	 sidered
 into (con)sidera-	 some (con)sidera-
 tion	 tion
 it is (con)sidered	 take (or taken) (into
 it may be (con)-	 (con)sideration
 sidered	 that (con)clusion
 it will be (con)-	 unsatisfactory
 sidered	 (con)clusion
 little (con)sidera-	 we have (con)-
 tion	 cluded
 mus(t) be (con)-	 were (con)sidered
 sidered	 which will be
 necessary (con)-	 (con)sidered
 clusion	 which will be
 ought to be (con)-	 (taken into
 sidered	 con)sideration

Exercise 123.





Exercise 124.

I-have-received your communication of-the 12th-inst., and-I-am-very-pleased-indeed to inform-you that-you-are almost-certain to-hear from-me in-the affirmative | next-week. Most-probably you-will-be asked to-come here the last-week in-the-last-month of-the-year, but-you-must-not-be surprised if-you-are-| requested to-give your lecture at an earlier date. Your lecture in-the autumn of-last-year was a great success; in-fact, unparalleled in-the history of-our literary | organization. This-month and next-month we-are to-have a series of-lectures on-the industrial-life of-our cities in-the nineteenth century, and-it-is just-possible | that-we-may-have a famous economist as chairman at-the opening gathering. We-have-concluded that-these problems ought-to-be-considered without-delay, especially as economic questions are | very-pressing just-now.
































I-hope-you-will-think-it worth-while to-consider, as-far-as-possible, the alteration of-the date of-the laying of-the foundation-stone, | and-I-am-sure a little-consideration will lead you to a decision that will materially enhance the chances of a successful gathering. Is-it-worth-while ignoring-the wishes | of a small but influential section of-your supporters in-this-manner when a slight alteration would-be of advantage? In-other-respects I-think no-fault can-be-found | with-the-arrangements.

































We-have-received your-letter of-the 9th-inst., respecting consignments, and your-requests shall-be-considered in-the-same-manner-as your previous communications on-such-| matters. Our Mr. Burton is away at-present in-the-north of-Scotland. We expect him back to-morrow, however, when-the whole-question shall-be-taken-into consideration, and | an early-reply forwarded to-you. Doubtless a satisfactory-conclusion can-be arrived at which-will-be-considered agreeable to all concerned.



































In-conclusion, I-would point-out that-there-| are many-circumstances which-will-be-taken-into-consideration on a future occasion, but of-which it-is-considered unwise to-speak now. One necessary-conclusion, however, is-that only | in-the-manner I-have indicated is-it possible to arrive at anything like a true estimate of-the-motives of-these men towards-one-another, and to judge impartially | of-the letters which passed between-them. The incident at-the telegraph-office is-the-most-important. (407)

ADVANCED PHRASEOGRAPHY: SECTION 6.

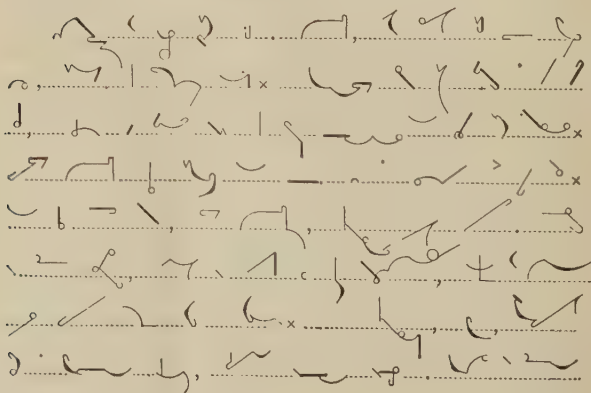
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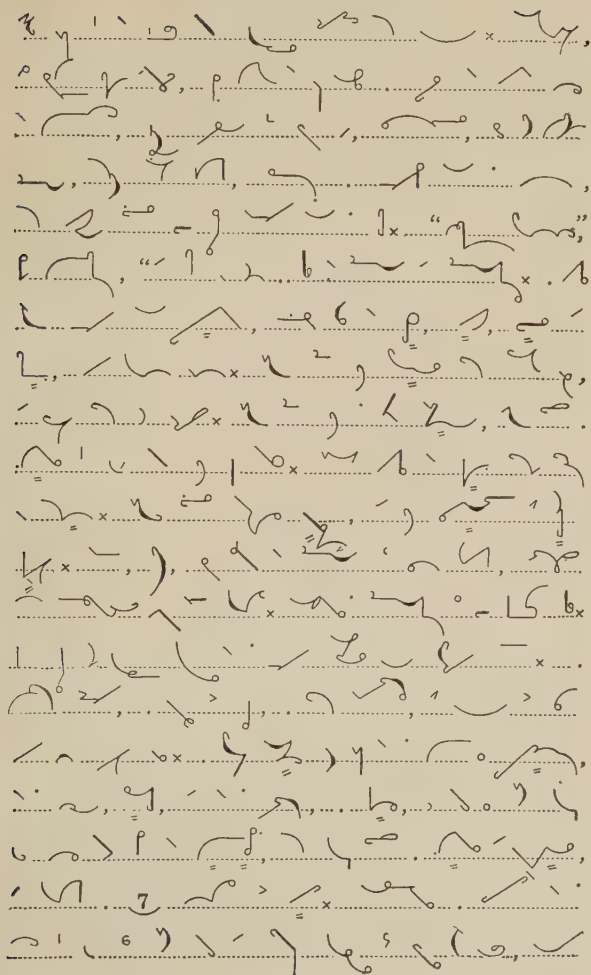
 as (a) rule
 at (a) loss
 in (a) few days
 in (a) great
 (m)easeure
 in such (a)
 (m)anner as
 for (a) moment
 to (a) great extent
 about (the) matter
 all over (the)
 world
 all (the) circum-
 stances
 at (the) present
 day
 at (the) present
 time
 by (the) way
 for (the) first time
 I will (con)sider
 (the) matter
 in (the) first
 instance
 in (the) first place
 in (the) seco(nd)
 place
 in (the) th(ird)
 place
 in (the) las(t)
 place

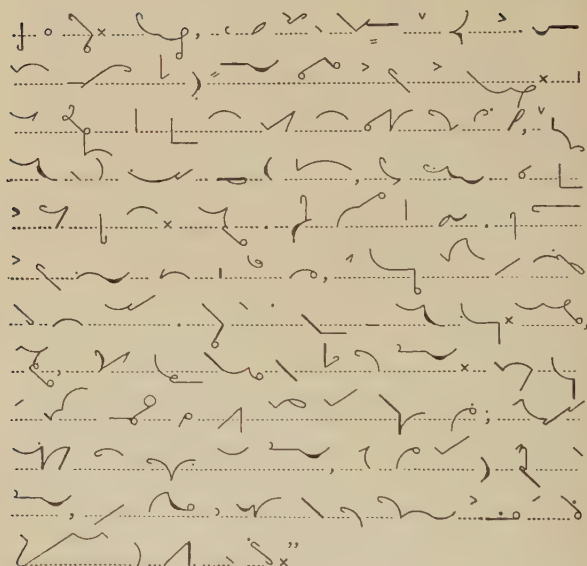
 in (the) nex(t)
 place
 into (the) matter
 notwithstanding
 (the) (f)act
 on (the) (con)-
 trary
 on (the) o(n)e
 hand
 on (the) subject
 under (the) cir-
 cumstances
 what is (the)
 matter
 as (a) matter (of)
 course
 as (a) matter (of)
 (f)act
 expression (of)
 opinion
 in (con)sequence
 (of)
 in (r)espect (of)
 necessary (con)-
 sequence (of)
 on (the) part (of)
 out (of) place
 short space (of)
 time
 do you mean (to
 say
 expect (to) receive

	face (to) face		ought (to) have
	from first (to)		known
	last		regret (to) say
	having (r)egard		regret (to) state
	(to)		we shall be glad
	in (r)ef(eren)ce (to)		(to) hear
	in (r)ef(eren)ce (to)		we shall be glad
	which		(to) know
	in (r)elation (to)		wi(th) (r)ef(eren)ce
	in (r)eply (to)		(to)
	in (r)espect (to)		wi(th) (r)ef(eren)ce
	it appears (to) me		(to) which
	it appears (to)		wi(th) (r)egard (to)
	have been		wi(th) (r)elation
	it seems (to) me		(to)
	ought (to) have		wi(th) (r)espect
	been		(to)

Exercise 125.







Exercise 126.

In-consequence of-the short-space-of-time at our-own disposal, and-having-regard-to all-the-circumstances under-which-the order was given, we-are at-a-loss | to understand-the reason for-the delay in-the delivery of-the machine which ought-to-have-been here a week ago. We-shall-expect-to-receive it in-a-| few-days without fail.

I-am face-to-face with a difficulty which-appears-to-have-been in-a-great-measure and-to-a-great-extent brought about by-those-| who ought-to-have-known better, and-I-shall-be-glad if-you-will look into-the-matter for-me, notwithstanding-the-fact that-you-are so busy yourself. The | enclosed-statement gives you my position in-reference-to-the difficulty, and-I-shall-be-glad-to-have your expression-of-opinion on-the-matter at an early date.

In-|reply-to-yours of-the 11th-inst., we-regret-to-state that under-the-circumstances we-cannot-accept-the mere apology on-the-part-of your-client. On-the-con-
trary, |we-shall-be compelled to-seeK redress in-the law-courts in-respect-of your-client's statements, and shall instruct our solicitors to-take action forthwith, unless your-client is |prepared to pay the amount of damages claimed.







































The lecturer said : It-appears-to-me that at-the-present-time many of-the changes taking-place all-over-the-world |are-the outcome of inviolable laws working for-the-progress of-mankind. As-a-rule, man is apt to overlook-the silent working of-the laws of-the universe in-|reference-to-which he-appears, as-a-matter-of-fact, very-little concerned, or his interest lasts but for-a-moment when some striking incident compels his attention. Generally speaking, |he takes things as-a-matter-of-course, and, as a necessary-consequence of-this attitude, at-the-present-day the beauties of nature are a closed-book to a |vast majority of-the inhabitants of-the globe.

I-will-consider-the-matter and deal-with-the subject as briefly as possible. In-the-first-place, it-seems-to-me |that in-relation-to-the authorship there-is-no-ground for supposing it to be doubtful. In-the-second-place, the statements in-the book are supported by contemporary accounts. | In-the-third-place, all-the-other known works of-the author are of unimpeachable accuracy. Therefore, from-first-to-last, I-think-the criticisms are entirely out-of-place, |and-I-cannot-understand what-is-the-matter with-the reviewer that-he-should make such a violent attack, on-the-one-hand, upon-the probity of-our author, and-|on-the-other, upon-the accuracy of-his-statements.

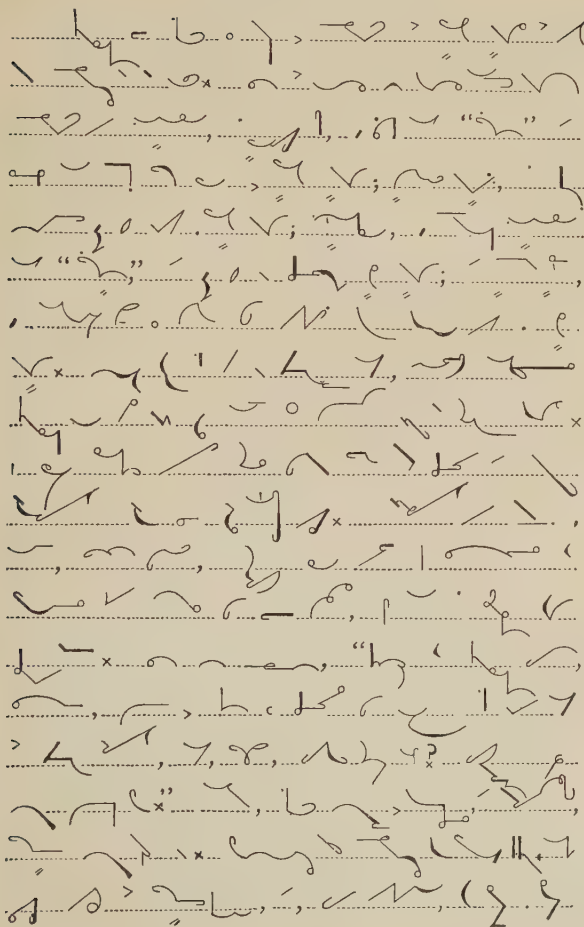
For-the-first-time in-the-history of-the company we-have to-report an adverse balance. In-the-first-instance, |we-have-had a serious strike at-the works, but-you-will-be-glad-to-know-that all disputes have-been amicably settled. In-the-next-place, we-have-had |some very heavy law expenses with-reference-to our existing patents, and-with-reference-to-which a statement appears in-the-report. In-the-last-place, our annual turnover has-|not-been up to expectations, though, by-the-way, it slightly exceeds-the figures of-last-year. You-will-be-glad-to-hear that our new manager has introduced several |excellent reforms which-will bear fruit in-the-near-future. (580)

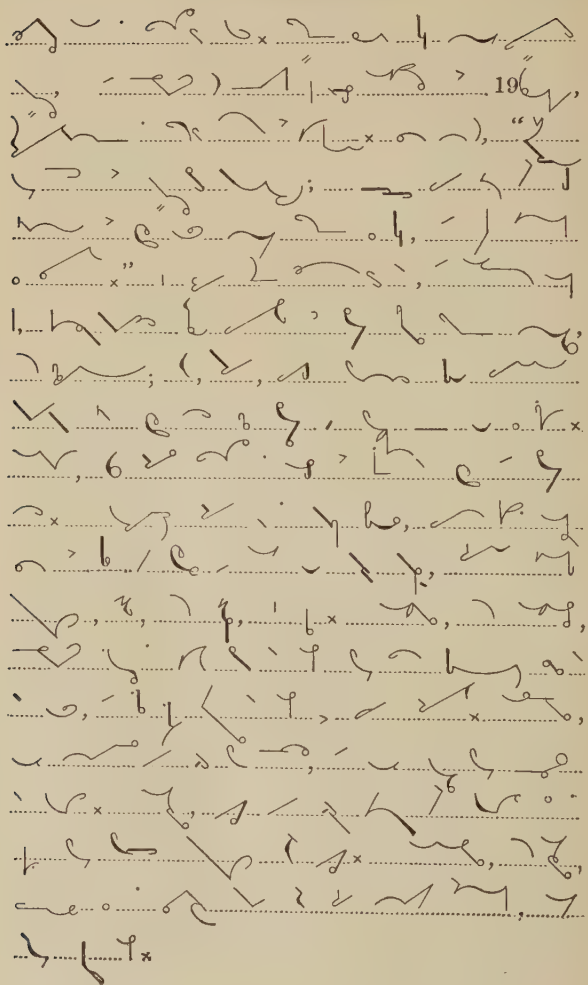
ADVANCED PHRASEOGRAPHY : SECTION 7.

(Omissions : Logograms.)

	again (and) again		history (of the) world
	dee(per) (and) deeper		out (of the) question
	faste(r) (and) faster		peculiar circum- stances (of the) case
	less (and) less		more (or) less
	more (and) more		one (or) two
	Mr. (and) Mrs.		right (or) wrong
	near(er) (and) nearer		six or seven
	north (and) south		sooner (or) later
	east and west		three or four
	over (and) over again		two (or) three
	qui(cker) (and) quicker		up (to the) present
	rates (and) taxes		up (to the) pres- ent time
	ways (and) means		in accordance (with)
	side (by) side		in accordance (with) the
	bear (in) mind		in accordance (with) the matter
	borne (in) mind		in connection (with)
	all parts (of the) world		in connection (with) the
	fact (of the) matter		in connection (with) their
	facts (of the) case		
	for (the) purpose (of)		

Exercise 127.





Exercise 128.

Ships of immense proportions are nowadays found in-all-parts-of-the-world, and docks have to-be-made deeper-and-deeper in-order-to accommodate the huge vessels which-|are-constructed to-carry more-and-more and to-travel faster-and-faster as time advances. Distance between us and-foreign parts is becoming less-and-less, and north-and-|south, and east-and-west are being brought nearer-and-nearer, so-that-the desire long-since expressed has almost-been accomplished, and-time-and-space have-been practically annihilated | by-the progress of science and-the ingenuity of-man.

Owing to-the peculiar-circumstances-of-the-case such a course as you suggest is out-of-the-question, and | you-will-have to-follow the procedure in-accordance-with precedent. Further, you-must endeavour to secure Mr.-and-Mrs. Brown as witnesses, as their evidence-is absolutely-necessary. The-|fact-of-the-matter is that-you have failed to bear-in-mind the really essential features in-connection-with-the case and-have chiefly borne-in-mind one-or-|two quite subsidiary points. Side-by-side with-this, you have unfortunately displayed a more-or-less vindictive spirit which, in-our-opinion, can-only-be prejudicial to-the success | of-your claim.

Over-and-over-again we-have-complained of-the rates-and-taxes in-connection-with our concern, and sooner-or-later we-shall-have to-discuss ways-|and-means of a successful agitation for-their reduction. Up-to-the-present-time we-have-been very heavily handicapped in-this-respect, and judging from-the present outlook our |resources will-be-called-upon more-and-more in-the-immediate future, unless-we-are-enabled to obtain-the relief we-think-we-are entitled to. Again-and-again, during-|the-last six-or-seven years there-have-been outcries against the upward tendency of-these local levies, and-in-connection-with-their collection many have urged that-the facts-|of-the case required-the immediate attention of-the authorities. The history-of-the-world shows that-this-matter of-rates-and-taxes has always-been a sore point with | people of-every-clime and nation, and-whether right-or-wrong, it-is a fact that a great-many have suffered imprisonment rather-than pay what they-have deemed unjust impositions. |

Summary.

1. Abbreviations are utilized in advanced phraseography, as follows:—

(a) The small circle for *as*, *is*, *us*.

(b) The large circle initially for *as we*, *as* and *w*, *as* and *s*; medially for *is* and *s*, *his* and *s*, *s* and *s*; finally for *s* and *has*, *s* and *is*.

(c) The loop *st* for *first*, the loop *nst* for *next*.

(d) The *r* and *l* hooks for a few miscellaneous words.

(e) The *n* hook for *than*, *been* and *own*.

(f) The *f* or *v* hook for *have*, *of*, *after*, *even*, and in a few common phrases.

(g) The circle *s* and *shun* hook for *association*.

(h) The halving principle for *it*, *to*, *not*, *would*, *word*, and in a few common phrases.

(i) The doubling principle for *there*, *their*, *other*, *dear*.

2. The following may be omitted:—

(a) Consonants not essential to phraseograms.

(b) The syllable *con*, and a few other common syllables;

(c) Any logogram or logograms providing the phraseogram is legible.

CHAPTER XXXVII.







INTERSECTIONS.

229. The method of intersecting, or writing one stroke through another, is utilized for the brief, distinctive, and rapid indication of official titles, of persons or associations of various kinds, frequently-occurring colloquial phrases, etc., all of which are usually uttered with more than ordinary rapidity by speakers and dictators. In some cases where intersection is impracticable, the method of writing one stroke in close proximity to another is adopted instead of intersecting. Thus, the stroke \backslash *p* is intersected to indicate the word *party*, as in $\dots\backslash$ *political party*, $\dots\backslash$ *party question*, or it is written in close proximity to the preceding or following stroke, as in $\dots\backslash$ *Labour Party*, $\dots\backslash$ *Party Bill*. The forms for *party question*, and *party bill* illustrate an important point. When the word to be indicated by an alphabetic stroke is to be read first, the stroke is struck first, and the rest of the outline is cut through, or written in close proximity to it.







230. In studying the following lists, which are by no means exhaustive, and which need not be committed to memory, the student is urged to notice carefully the signification of each alphabetic

stroke, and to treat the examples following simply as illustrating the manner in which similar names and phrases may be written.

P is employed to represent *party*, as in









 birthday party	 parliamentary party
 children's party	 party government
 garden party	 political party

Pr is employed to represent *professor*, as in



 Professor Jackson	 Professor of Chemistry
 Professor Morgan	 Professor of Commerce
 Professor Peake	 Professor of Music

B is employed to represent the following:—

(a) *bank*, as in

 bank bills	 City Bank
 Bank of England	 Mercantile Bank
 bank pass book	 Penny Bank
 bank rate	 savings bank












(b) *bankment*, as in

 sea embankment	 Thames Embankment
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







(c) *bill*, as in

 Finance Bill	 Education Bill
---	--





T is employed to represent *attention*, as in

..... 	best attention 	my attention has
..... 	careful attention 	been called
..... 	early attention 	necessary
..... 	early attention to 	attention
..... 	the matter 	special attention
	 	your attention









D is employed to represent *department*, as in

..... 	Department of 	Government
..... 	Agriculture 	department
..... 	electrical dept. 	life department
..... 	engineering dept. 	shipping dept.
..... 	foreign dept. 	silk department

CH is employed to represent *Chancery*, as in







..... 	Chancery appeal 	Chancery Judge
..... 	Chancery proceed- ings 	into Chancery

J is employed to represent *Journal*, as,









..... 	Journal of 	School Journal
..... 	Commerce 	Textile Journal
..... 	Journal of		
..... 	Education 	Weekly Journal
..... 	Pitman's Journal		

K is employed to represent the following :—







(a) *Company*, as in

	Barber & Co.		Gas Co., Ltd.
	Carriage Co.		Malleable Iron Co., Ltd.
	Delivery Co.		Weaving Co., Ltd.







(b) *Council*, as in

	Borough Council		Parish Council
	Cabinet Council		Party Councils
	Councils of the Party		Privy Council
	County Council		Town Council

(c) *Capital*, as in



	authorized capital		capital punishment
	capital charge		capital receipts
	capital expenditure		share capital

(d) *Captain*, as in



	Captain Cook		captain of the ship
	Captain Dixon		captain of the team
	captain in the Army		ship's captain

Kr is employed to represent the following :—





(a) *Colonel*, as in

	Colonel Anderson			Colonel Jackson
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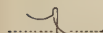



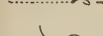

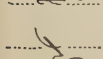

(b) *Corporation*, as in

	investment corporation			Corporation of Leeds
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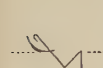

G is employed to represent *government*, as in

	English Govern- ment			government official
	French Govern- ment			municipal government

F is employed to represent *form*, as in





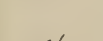

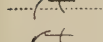

	entry form			form of Govern- ment
	form of acknow- ledgment			form of the report
	form of agreement			medical form
	form of bequest			necessary form

V is employed to represent *valuation*, as in

	low valuation			valuation of the site
	valuation of the property			site valuation

TH is employed to represent the following :—







(a) *Authority*, as in

	authority of the manager			military authori- ties
	authority of the representative			sanitary authority
	legal authority			well-known authority
	local authority			written authority

(b) *Month*, as in









 for a month	 many months ago
 in a month's time	 some months ago

S is employed to represent *society*, as in





 dramatic society	 Society of Compositors
 Hearts of Oak Society	 Society of Musicians
 medical society	 Temperance Society

M is employed to represent the following :—











(a) *Mark*, as in

 auditor's mark	 official mark
 high-water mark	 private mark
 low-water mark	 save the mark !
 mark of respect	 to mark time

(b) *Major*, as in

 Major Anson	 Major Jones
 Major General	 Serjeant Major Jones

N is employed to represent *national*, as in

 national affair	 national dividend
 national bank	 national finance
 national defence	 national reserve
 national desire	 national revenue
 national disaster	 national society

L is employed to represent the following :—

(a) *liberal*, as in

..... Liberal Club
 Liberal Govt.
 Liberal Party
 Liberal policy

..... liberal discount
 liberal manner
 liberal payment
 liberal view

(b) *limited*, as in

..... Pears' Limited

..... Lupin Limited

R (down) is employed to represent *arrange-d-*
ment in colloquial phrases like the following :—

..... better arrange-
 ment

..... I shall arrange

..... if you can arrange

..... it was arranged

..... please make
 arrangements

..... we will arrange the
 matter

R (up) is employed to represent *railway*, as in

..... Cambrian Ry.

..... difficulties of the
 railway

..... Metropolitan Ry.

..... railway company

..... railway facilities

..... railway officials

..... railway rates

..... railway ticket

..... railway time

..... railway time table

Sr (up) is employed to represent *conservative*, as in

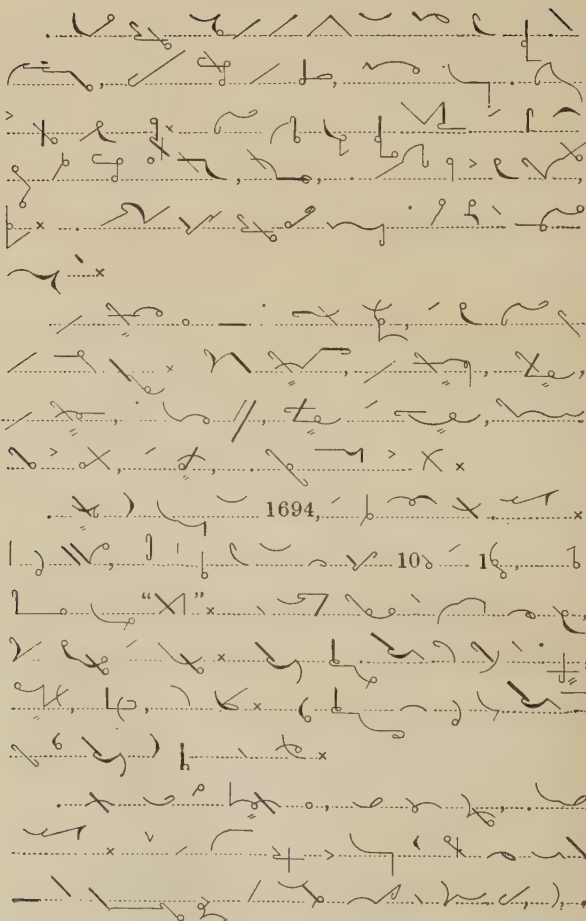
..... Conservative Club

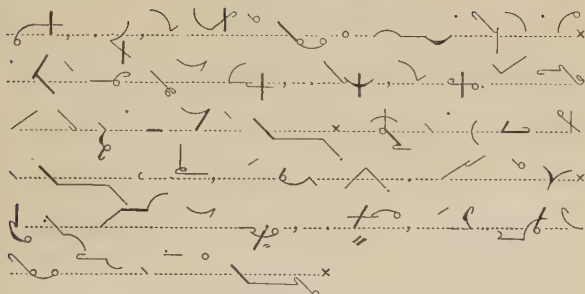
..... Conservative Govt.

..... Conservative Party

..... Conservative
 policy

Exercise 129.





Exercise 130.

Messrs. Barber-and-Co., the New Carriage-Company, and-the Dorset-Supply-Company, are to be converted into limited-companies. The annual reports of-the Malleable-Iron-Co.,-Ltd., Smith,-| Brown-and-Co.,-Ltd., and-the Weaving-Co.,-Ltd., all bear testimony to-the prosperity-of-trade during-the past year. A Government-official, a well-known railway-official, and |a clerk in-another Government-department have all advised me to-take shares in Lee's-Brewery-Company, but, as a member of a temperance-society, I-do-not like-the |idea. The local-authorities have invited-the committee of-the Agricultural-Society to-arrange a show here, and-the local Society-of-Musicians has undertaken-the charge of-the musical-|arrangements. It-is hoped the committee will-arrange-the-matter. Please-make-arrangements to-come over on-the first day if-possible.

We give a liberal-discount on all cash-|orders. The committee treated him in a liberal-manner and allowed him a most liberal-payment for-his services at-the Liberal-Club. On-the-authority-of-the-representative we-|are-bound-to-say that-the valuation-of-the-site is a very unsatisfactory-one in-view of-the yearly-valuation which-has-been made for-the last twelve years. |

Our national-society is very-much interested in national-affairs, and it-is desirous of securing the strengthening of-our national-defence. The other evening Major-Jones opened a debate |on capital-punishment, and-after an interesting discussion in-which Captain-Dixon, Colonel-Beach and Professor-Peake took part, we-regret-to-say that a majority voted for-its retention. |

Summary.

An intersection is formed by allocating a definite word or words to an alphabetic stroke when intersecting, or written in close proximity to, another stroke, as follows :—

P	=	<i>party</i>	G	=	<i>government</i>
Pr	=	<i>professor</i>	F	=	<i>form</i>
B	=	<i>bank</i>	V	=	<i>valuation</i>
		<i>bankment</i>	TH	=	<i>authority</i>
		<i>bill</i>			<i>month</i>
T	=	<i>attention</i>	S	=	<i>society</i>
D	=	<i>department</i>	M	=	<i>mark</i>
Ch	=	<i>Chancery</i>			<i>major</i>
J	=	<i>journal</i>	N	=	<i>national</i>
K	=	<i>company</i>	L	=	<i>liberal</i>
		<i>council</i>			<i>limited</i>
		<i>capital</i>	R (down)	=	<i>arrange-d-</i>
		<i>captain</i>			<i>ment</i>
Kr	=	<i>colonel</i>	r (up)	=	<i>railway</i>
		<i>corporation</i>	Sr (up)	=	<i>conservative</i>

CHAPTER XXXVIII.


























REPRESENTATIVE PHRASEOGRAMS
AND CONTRACTIONS FOR PARTICULAR
BUSINESSES AND PROFESSIONS.





































231. The general application of the principles of phrasing and intersecting is explained and illustrated in the two preceding chapters. When, however, the requirements of particular businesses and professions have to be met, these devices of phrasing and intersecting may be given a special application according to the purpose for which they are required. Thus, while in a general sense \ *p* intersected indicates the word *party*, it may be used to represent the word *policy* in an insurance office, and the word *apparatus* in an engineer's office. Similarly, | *d* may be used to indicate *document* in a legal office, and *debenture* in a stockbroker's office; while the shorthand-clerk may use / *ch* for *charge* in a shipping office, and for *cheque* in a bank. This allocation of a special meaning to an alphabetic stroke and a further application of the rules of phrasing are set out in the following lists, which are divided into General Business, Political, Banking, Stockbroking, Insurance, Shipping, Electrical and Engineering, Railway, Legal, and Theological words and phrases.

232. Unless the student is engaged in taking down matter of the special kind to which any one of the following lists relates, he should not use the strokes so as to indicate the special meanings suggested, but should keep them strictly for their general application. The lists are given simply

to show how the various devices can be adapted to the special needs of the various businesses and professions, and are by no means exhaustive. If the student wishes to derive the full benefit of the devices employed in the representative examples, he should not confine himself to the lists in this book, but should study the more comprehensive lists contained in *Pitman's Shorthand Writers' Phrase Books and Guides*, particulars of which will be found in the catalogue at the end of this book. The exercises which follow each list should be written from dictation until they can be written with ease and rapidity.

1.—GENERAL BUSINESS.

..... account sales by return of post
..... additional cost declare a dividend
..... additional expense directors' report
..... at hand discount for cash
..... at your earliest convenience early convenience
..... best of my ability enclose-d herewith
..... best of our ability faithfully yours
..... best of their ability from the last report
..... best of your ability goods not to hand
..... bill of exchange I am directed to inform you
..... bill of lading I am directed to state
..... board of directors I am in receipt of your esteemed favour
..... by passenger train	

	I am in receipt of		in your reply to
	your favour		my letter
	I am in receipt of		not yet to hand
	your letter		ordinary rates
	I am instructed		postal order
	I am instructed to		referring to our
	inform you		invoice
	I am instructed to		referring to our
	state		letter
	I am requested to		referring to your
	inform you		favour
	I beg to acknow-		referring to your
	ledge receipt of		letter
	your favour		referring to yours
	I beg to acknow-		registered letter
	ledge receipt of		respectfully yours
	your letter		to hand
	I beg to call		under bill of sale
	attention		we beg to quote
	I beg to enclose		we respectfully
	herewith		request
	I enclose herewith		your esteemed
	I have to acknow-		favour
	ledge receipt of		your favour
	your letter		your obedient
	I have to call		servant
	attention		yours faithfully
	I regard		yours obediently
	I regret		yours respectfully
	in reply to your		yours sincerely
	esteemed favour		
	in reply to your		
	favour		
	in reply to your		
	letter		

Exercise 131.

Dear-Sir,—In-reply-to-your-favour of-the 16th-inst., we-regret that-we-cannot undertake-the responsibility of adopting your suggestions with-regard-to-the machine. We-are willing to-execute the repairs to-the best-of-our-ability, and-on-the lowest-terms possible, but as we stated in-our-last-letter, the methods you propose would-| be attended with great risk to-the rider. If-you decide to-leave-the-matter to-us you-might inform-us by-return-of-post, and-we-will put-the | work in-hand at-once, so-as-to-be-able-to despatch-the machine by-goods-train on-Saturday. We-need-hardly-say that-we pay the best-price for | all-the-materials we use, and-we guarantee them to be of-the best-quality obtainable. Referring-to-your-letter of-the 9th-inst., we-have-done our best to | induce-the carriers to-quote special-rates for-the-goods consigned to-you, but-they decline to-make any reduction on-the ordinary-rates unless-the traffic is considerably increased. | With-reference-to-our statement-of-account for last quarter, we-beg-to-call-attention to-the fact that-the balance due has-not-yet been received, and-| we-will-thank-you for a cheque or a postal-order for-the-amount at-your-earliest-convenience. We-shall-give early-consideration to-your inquiries for-the special tandem, and-will- | forward-the specification desired as-soon-as-convenient. Yours-faithfully,

(250)

Exercise 132.

Dear-Sir,—I-am-in-receipt-of-your-letter of-the 24th, and I-regret-to-state that I-am-unable to-give you-the information you-require. I-| can-assure-you I should-be-pleased to-do-so if-it-were-possible. I-am-surprised to-hear from-you that-the funds of-your society are in-such | a bad-way. I-regard-the objects of-the-society as most praiseworthy, and I-cannot-understand how it-is that public support should-be withheld. I-enclose-cheque for | ten-pounds as a subscription, and-shall-be-glad to-give-the-same-amount next year. I-am-much-obliged-to-you for-the-copy of-the report. Yours-faithfully,

(120)

Exercise 133.

Dear-Sir,—I-brought your-letter before-the Board-of-Directors at-their-meeting yesterday, but after some

discussion they-were-obliged to postpone further-consideration of-the-matter until | the next Directors'-meeting, which-will-be-held on-the last Tuesday-afternoon of-this-month. I-think-the Directors would-be-glad if-you would kindly set-forth your- | proposals more fully than is done in-your-letter. The first-cost of-the-material is very-low, but-the question of-the additional-cost of-preparing it for-sale, | and-the additional-expense which-will-probably be incurred in advertising it is sure to be taken-into-consideration by-the-Directors, and-if-they-had your estimate of what- | the total expenditure is likely to amount to, it-would-no-doubt help them in coming to a decision. If-you-will make-an-appointment for-some day next-week | I-shall-be-glad to see-you, and-it-is just-possible that I-may-be-able to-give-you some further-particulars. Meanwhile, I-have-the-pleasure to enclose | copy of-the-Directors'-Report published last-month. Yours-faithfully,











































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



















Exercise 134.

Dear-Sirs,—In-reply-to-your-letter of yesterday, we-beg-to-state that-the bill-of-lading and-the bill-of-exchange were forwarded to-you by-first-post | on Tuesday-morning last, in registered-letter, addressed as-usual, and-we-are-surprised that-they have-not reached you. We-will make inquiries here, and-in-the-meantime, if- | you-receive-the letter kindly inform-us by-wire-at-once. Referring-to-our-letter of-the 27th ult., and your-reply to-same, we-have-written-the works | pressing-them to-give early-attention-to-the-matter and to-make-the necessary-arrangements for forwarding-the goods to-the finishers as-soon as-ready. We-have-instructed the | latter to-give-the-material the best-finish, and-we-have-no-doubt they-will-do-so. We-have-also mentioned your complaint as-to-the finish of-the last | consignment, and-we-are-assured that special care will-be taken to-prevent a repetition of-the-mistake in-the future. In-accordance-with your-request, we-have-the-pleasure | to enclose-statement-of-account up to-the 30th ult., and-we-trust you-will-find this quite in-order. Our Mr. Ralphs will-be in-your town on-Wednesday- | next, and-will give-you a call. We-have-sent-you by-parcel-post a copy of-our new pattern book, and-we-shall-be-glad-to-receive your-kind- | orders for any of-the-materials named-therein. Yours-faithfully,

(250)

2.—POLITICAL.

	Act of Parliament		House of Lords
	at the first reading		Houses of
	at the second reading		Parliament
	at the third reading		Imperial
	British Consti- tution		Parliament
	British Empire		in committee of supply
	Cabinet meeting		in the House of Commons
	Chairman of Committee		in the House of Lords
	Chancellor of the Exchequer		Labour Party
	colonial preference		Leader of the House
	Commissioner of Works		Leader of the Opposition
	Conservative Party		Leader of the Party
	freedom of the people		Liberal Party
	freedom of the press		Liberal Unionist
	freedom of trade		Liberal Unionist Party
	Home Rule Party		Local Government Board
	hon. and learned member		Lord of the Admiralty
	hon. gentleman		Lord of the Treasury
	hon. member		member of Parliament
	hon. member for Preston		my hon. and gallant friend
	House of Com- mons		my hon. friend

	National Insurance Act		proportional representation ratepayers
	nationalization of railways		right honourable
	naval estimates		right hon. gentlemen
	Parliamentary Committee		Secretary of State
	party leaders		Secretary of State for the Colonies
	plenipotentiary		Secretary of State for the Home Department
	Postmaster-General		Secretary of State for War
	Prime Minister		Secretary for War
	President of the Board of Agriculture		Tariff Reform
	President of the Board of Trade		United Kingdom
	President of the Local Government Board		United States

Exercise 135

The right-hon.-gentleman, the member-for-Preston, speaking in-the-House-of-Commons, on Tuesday-evening, on-the-proposal to increase-the numerical strength of-the Army-and-Navy, | referred to-the extraordinary growth of-the British-Empire during-the-last fifty years. He asserted with-much vigour that freedom-of-trade, freedom-of-the-people, and freedom-of- | the-Press, were-the rule in every-part of-His-Majesty's dominions, and he declared that every free-trader was bound to-give-the measure his support. His Majesty's-Government | had given most careful consideration to-this-matter, and Ministers in both Houses-of-Parliament were quite unanimous in-the conviction that-such a measure was-necessary for-the safeguarding | of-the vast interests committed to-their care. His right-honourable-friend, the Secretary-for-War, had

shown exactly how-the proposed increase would-be distributed, and-the Chancellor-of- | the-Exchequer, the First Lord-of-the-Treasury, and-the First Lord-of-the-Admiralty had each advanced weighty reasons for-the adoption of-the proposal. It-was-not a | party-question, and he trusted that-the right-honourable-gentleman, the leader-of-the-Opposition, would-not attempt to-make party-capital out-of-it. It-was true, as-the | President-of-the-Board-of-Trade and-the Secretary-of-State-for-the-Home-Department had both candidly admitted, there-were several minor details of-the measure open to-amendment, | but-they-would, no-doubt, be amended in-committee, when-the Chairman-of-Committee would - give honourable-members, and especially the honourable-and-learned-member for Bath an opportunity of | debating these-points. The Leader-of-the-Opposition took exception to-the-manner in-which-the proposal had-been brought before-the House, and-declared that sound reasons had-not- | been advanced for-its adoption. As Leader-of-the-Party in Opposition he claimed that fuller discussion should-be given to-the-measure before-the Government pressed it forward to | a division. The Secretary-of-State-for-War replied for-the-Government, and-the-motion was carried by a very large majority.

(352)

Exercise 136.










































Topics of-considerable interest were discussed at-the district conference of-the Labour-Party. There-was much praise for-the National-Insurance-Act. The question of-the nationalization-of-railways | in-the United-Kingdom raised a lengthy and-interesting discussion. With-regard-to proportional-representation it-was asserted that-it-was opposed by party-organizers because it-would open-the | way to-government by groups which-would-be contrary to-the traditions of-the-British-Constitution. Much objection was-taken to-the increase in-the naval-estimates for-the | current year, and-some speakers averred that our plenipotentiaries abroad might do more to-check-the desire for increased armaments. The condition of-the working-classes in-the United-States | and-Germany was given as an argument against tariff-reform, while it-was argued that-the whole question of colonial-preference could-only-be satisfactorily settled by an Imperial-Parliament. |

(150)

Exercise 137.

The Treasury had consented to enlarge-the land-department. There-would-be one additional Sub-Commissioner and-four Assistant Sub-Commissioners. The Treasury had also sanctioned an additional clerical staff to-the | number of eleven persons. A matter of-great importance and-difficulty at-the-beginning of-this work had-been-the obtaining of-suitable land. A great-deal of-land was | expressly excluded by-the Act. In-some-places there-was-not enough suitable land for all-the applicants, and-there-were cases in-which-the only remedy for congestion was-| the migration of-some of-the applicants to-other-parts of-Scotland. There-were various causes which-made rapid progress impossible in-the-first year, but-these-would diminish as | time went on. He hoped the Board would-be-able-to bring into use for small-holders land which now was either not cultivated or not being used to-the | best-advantage. During-the past century a large area of arable cultivation had passed into permanent pasture, and he hoped it-would-be possible to-place many small landholders on | land of-that kind—a process which-would increase-the number of-men maintained on-the soil. As-to deer forests, there-were two-cases in-which owners had offered | to negotiate for a settlement, and-there-were several other cases in-which negotiations were going on. The question of compensation might make-the taking of a small piece of-| land in-the-middle of a deer forest an extremely costly business. The first report showed that by-the end of-the-year, subject to-the decision of-the land | Court, arrangements had-been made to-provide for 500 applicants, and-since-then a great-deal of-work had-been-done. Many hundreds of-cases were in various stages | of development. The Board were anxious, not-only to-find land for small holdings, but also to assist their successful cultivation by giving the holders opportunities of-practical instruction and | demonstration, of-learning the best-methods of-cultivation, of keeping up-the quality of-their stock, and-by encouraging poultry and everything which-would-make-the small holdings profitable. Co-operation | amongst small-holders was making satisfactory progress, and-the-Board were at-present in communication with-the Scottish-banks for-the-purpose-of seeing whether they could offer better credit | facilities.










































3.—BANKING.

	accepted for the honour of		London clearing bankers
	accepted payable in London		long exchange
	ad valorem stamp		memorandum of deposit
	advance against a life policy		metropolitan cheque
	arbitration of exchange		negotiable instrument
	bank note		negotiable security
	bank post bill		nominal consideration
	cable remittance		not negotiable cheque
	cancel the cheque		orders to retire acceptances
	circular note		paying-in slip
	clearing house		per procuration acceptance
	country cheque		rate of exchange
	course of exchange		refer to drawer
	date of the maturity of the bill		restrictive indorsement
	deed of transfer		short exchange
	draft on demand		specially indorsed
	English Government Securities		telegraphic transfer
	form of indemnity		town cheque
	in case of need		without recourse
	Joint Stock Bank		written authority of the drawer
	last indorser		

Exercise 138.

My-brother and-I are in Joint-Stock-Banks in-London. He-is in-the foreign-department and consequently he-is specially acquainted with-such expressions as arbitration-of-exchange, | course-of-exchange, rate-of-exchange, long-exchange, short-exchange, cable-remittance and telegraphic-transfers, and a draft-on-demand. The phraseology used in-connection-with bills is very interesting | to-him, and-in dealing-with a bill he-has, of-course, to note the date-of-the-maturity-of-the-bill, whether it-is specially-indorsed, or has a | restrictive-indorsement, or has on it the words without-recourse, or in-case-of-need. Bills are sometimes accepted-for-the-honour-of any party thereon, or accepted-payable-in- | London, or they-have a per-procuration-acceptance. A bank may-receive orders-to-retire-acceptance. I-am specially concerned with cheques which-may-be town-cheques, metropolitan-cheques, or | country-cheques, paying-in-slips, various bank-notes and circular-notes. Our-bank occasionally consents to-grant an advance-against-a-life-policy and accepts deeds accompanied by a memorandum-| of-deposit. I-understand-the significance of a nominal-consideration, which-is given for-the-purpose-of avoiding paying ad-valorem-stamp duty, a deed-of-transfer, a negotiable-instrument, | and a negotiable-security, among-which last English-Government-Securities take a premier place. A form-of-indemnity is used in-connection-with-the loss of documents, and-in other | matters. Sometimes I-have to-write on a cheque "refer-to-drawer," and occasionally a cheque is-not honoured without-the written-authority-of-the-drawer, or-the advice to | "cancel-the-cheque" is received. I-have to pay particular attention to a "not-negotiable"-cheque. Without-the Clearing-House the London-clearing-bankers would-be unable to-cope-with- | the huge number of cheques which pass daily through-their-banks, the daily average being about £50,000,000. The amount of-labour, both physical and mental, represented by-this | vast sum, is indeed wonderful. There-are four clearings each day: Metropolitan, Town (morning), Country, Town (afternoon), at-each of-which-the respective-cheques are cleared. The busiest days are-| the fourth of-the-month when so-many bills are payable, and-the Stock-Exchange settlement days.

4.—STOCKBROKING.







































	bearer shares		money a drug on the market
	blank transfer		non-cumulative
	buying for control		preference shares
	capital liabilities		professional bear account
	carry-over facilities		professional bull account
	concentrating plant		proportion of reserve to liabilities
	consolidated annuities		prospectors' rights
	convertible gold bonds		reduction plant
	cum dividend		second preference shares
	cumulative preference shares		sinking fund
	day to day money		sinking operations
	demoralized markets		special settlement
	directors' qualification		stock and share market
	dwts. per ton		stocks and shares
	ex-dividend		Stock Exchange
	first mortgage debentures		subscribed capital
	funded debt		surplus profits
	guaranteed preference		upward movement
	interim dividend		yield per cent
	letter of regret		yield per ton
	low yielding securities		

Exercise 139.

The young investor is apt to be nonplussed by the business vocabulary of the stockbroker. If he reads the financial articles on the stock-and-share-markets he will come across such expressions as buying-for-control, carry-over-facilities, day-to-day-money, money-a-drug-on-the-market, demoralized-markets, professional-bear-account, professional-bull-account and upward-move-ment. In the mining market section he will read of prospectors'-rights, concentrating-plant, reduction-plant, sinking-operations, and the report of a year's working will mention dwts.-per-ton, yield-per-ton, and yield-per-cent. He probably knows little of directors'-qualifications, and is liable to be misled into buying low-yielding-securities. Among the various investments there are consolidated-annuities or consols, a funded-debt of the government, cumulative-preference-shares, non-cumulative-preference-shares, first-mortgage-debentures, second-preference-shares, and so on. He may come across blank-transfers and bearer-shares, and have to study the subscribed-capital, the capital-liabilities, the proportion-of-reserve-to-liabilities and the surplus-profits of going concerns. He will have to pay special-attention to the sinking-fund, an amount which is annually set aside out of revenue and invested with the interest accruing to provide, at a future date, for the redemption of a loan or a series of debentures, or for recouping the gradual shrinkage in value by exhausting the known profit-bearing resources of a mine or similar undertaking. When taking-up stocks-and-shares he will, of-course, be influenced by interim-dividends, and whether the stocks-and-shares are cum-dividend or ex-dividend, and in some-cases after much trouble and some worry he may receive a letter-of-regret. In the case of companies being floated he must notice if the Stock-Exchange is giving a special-settlement. Certainly the investment of money so-as-to-produce a satisfactory return is no easy-matter, and whether convertible-gold-bonds or guaranteed-preference-shares are held, it is necessary to exercise the greatest caution. Even the most astute investor may be deceived at-times by prospectuses, and balance-sheets may fail to-reveal the true state-of-affairs of a company.

(368)




































5.—INSURANCE.

	Accident Insurance Co.		loan on the policy
	approximate rate of premium		medical examination
	automatic sprinklers		morale of the risk
	bonus year of the company		motor-car
	casual employment		negligence of the chief engineer
	claim for compensation		ordinary accident policy
	combined accident and disease policy		Personal Accident Insurance
	damage by fire		personal injury
	damage to premises		policy is declared void
	damage to tyres		policies are declared void
	date and term of insurance		proposal form received
	dislocation of the wrist		quinquennial valuation
	fire insurance		registered number of the car
	immediate benefit in full discharge of all claims		renewal of the policy
	incombustible materials		responsibility of the company
	Insurance Co.		situation of the crane
	interim bonus		situation of the lift
	life insurance		Third Party Indemnity Insurance
	life policy		Workmen's Compensation Act

Exercise 140.

The operations of insurance-companies now cover a very extended field and are continually growing consequent upon legislative enactments and improved methods of locomotion. There-is-the Workmen's-Compensation-Act | which deals with accidents arising out-of and-in-the-course of-employment, and-claims-for-compensation are made for minor-accidents such-as-the dislocation-of-the-wrist and | unhappily also for fatal accidents. Often this compensation is paid in a lump-sum in-full-discharge-of-all-claims. Evidence of a definite contract or arrangement must-be shown | in-the-case-of casual-employment before compensation can-be claimed. Third-Party-Indemnity-Insurance is concerned with-the liability of persons to-third-parties in-respect-of personal-injury | and damage-to-property. The rate-of-premium depends on-the *morale*-of-the-risk. In-the-matter of-motor-car insurance there-are-considerations of damage-by-fire and | damage-to-tyres, and-in-all-cases the registered-number-of-the-car must-be given. Then there-is indemnity for accidents in-connection-with lifts, cranes and hoists in- | which-the situation-of-the-cranes, and-the situation-of-the-lifts are of-much importance. Personal-Accident-Insurance may-be covered by an ordinary-accident-policy or a combined- | accident-and-disease-policy. Fire-insurance covers damages-to-premises by fire, and among other precautions automatic-sprinklers are insisted upon where there-are other-than incombustible-materials. Life-insurance | is often associated with a medical-examination and policies-are-declared-void and-the responsibility-of-the-company ceases if material facts are hidden by-the insured. Most companies have | what-is termed-the bonus-year-of-the-company, and-some declare an interim-bonus. A quinquennial-valuation is taken by life offices when bonuses are declared and-provisions made | for sharholders'-dividends where-the office is a proprietary one. One-of-the-most attractive features of-life-insurance is-its simplicity. There-are-no legal costs or charges to | be faced, there-are-no trying and complicated investigations to be-made, requiring the skill and experience on-the-part of-the-principal personally or by deputy, and-the business | of obtaining a life-policy can-be completed in-the-course-of a very few hours, without incurring a single farthing of unproductive expense.

6.—SHIPPING.

	advances on acceptances		free on rail (<i>f.o.r.</i>)
	bill of lading in set of four		London office of the bank
	Board of Trade regulations		Marine Insurance Act
	cable exchange rate		marine insurance policy
	captain's receipt for documents		Merchant Shipping Act
	case of total loss		nature and cause of damage
	cash against bill of lading		not responsible for the damage
	Chamber of Commerce		Port of London Authority
	charter party		remit draft on Paris
	constructive total loss of cargo		remit proceeds of bill
	consular invoice		salvage charges
	cost, insurance and freight (<i>c.i.f.</i>)		shipping documents enclosed
	documents of title indorsed and confirmed		telegraphic codes
	errors and omissions excepted (<i>e. & o. c.</i>)		to be approved by the underwriters
	foreign general average		value to be declared
	free of general average		voyage policy
	free on board (<i>f.o.b.</i>)		weight subject to correction
			York-Antwerp Rules

Exercise 141.

The Port-of-London-Authority extends its sway over the greatest and richest highway of-commerce ever known to-history, and-it-is continually improving the conditions of shipping on-the-Thames. In matters relating to shipping the Board-of-Trade-regulations have to be carried out, while-the various chambers-of-commerce seek to-improve and modify any enactments affecting the interests of-their-members. The Merchant-Shipping-Act, the York-Antwerp-Rules, and-the Marine-Insurance-Act have an important bearing on-the importation and exportation of-produce. When goods are exported various documents are used according-to-circumstances. Among-these documents may-be a bill-of-lading-in-set-of-four, an invoice, marked *e.-&-o.* *e.*, a consular-invoice, and a marine-insurance-policy, which-may-be a voyage-policy. These, which-are frequently accompanied with a bill-of-exchange, form-the documents-of-title. Sometimes a charter-party is employed, and for all-these a captain's-receipt-for-documents is given. A shipper's prices may-be *f.-o.-b.*, *f.-o.-r.*, or *c.-i.-f.*, and insurance may-be free-of-general-average, or according-to foreign-general-average. In-all-cases risks must-be approved-by-the-underwriters, or they-will-not-be responsible-for-the-damage which-may occur. In making a claim the nature-and-cause-of-damage must-be given, and-there-may-be a case-of-total-loss or constructive-total-loss. If salvage is necessary the ship, freight, and cargo must each pay its-own share of-the salvage-charges. Consignees may-be-written to by post with shipping-documents-enclosed. Very often arrangements are made for bankers to-make advances against shipments, or advances-on-acceptances. The banker forwards the documents to-his agent abroad who-presents the bill-of-exchange for acceptance or payment upon-which-the agent will surrender the shipping-documents. The London-office-of-the-bank will-be advised and-the shipper will-be credited with-the margin, or difference between-the advance made and-the amount-of-the-bill. Instructions are often given to remit-draft-on-Paris, to remit-proceeds-of-bill by telegraphic-transfer, or to cable-exchange-rate, and telegraphic-codes are employed. These usually consist of key-words or figures, each word or group of figures representing a complete sentence. (393)







































7.—ELECTRICAL AND ENGINEERING.

	alternating current		low pressure cylinder
	automatic apparatus		low voltage
	Bessemer steel		mechanical stokers
	block signal		monophasic generator
	civil engineer		no voltage attachment
	combustion chamber		pressure gauge
	current density		primary battery
	discharge chamber		primary coil
	discharge resistance		primary currents
	earth currents		railway engineer
	eddy currents		residual charge
	electric current		resistance board
	electrical engineer		resistance of copper circuits
	energy current		rotary converter
	energy resistance		rotary transformer
	exhaust valve		secondary coil
	free charge		secondary current
	heating apparatus		sight feed lubricator
	high resistance		spring balance
	high voltage		safety valve
	induction coil		vacuum brake
	lever and weight safety valve		water cooling plant

Exercise 142.

The history of engineering is a very fascinating subject, and-the-remains of remote antiquity, as exemplified in-the pyramids of Egypt, and-of Stonehenge in-our-own island, testify | to-the early skill of-men in matters relating to engineering. It-was about-the middle of-the 18th-century that-the-profession of engineering originated, and to-day it- | is-one of-the foremost in-the-world. There-are many subdivisions such-as military, mining, mechanical, civil, railway, sanitary and electrical, and-as electricity is-now so generally applied | it-is-necessary for-most engineers to-be electricians also. Electricians must understand what-is meant by earth-currents, eddy-currents, electric-currents, alternating-currents, residual-charge, resistance-board, rotary- | transformer, or rotary-converter. The railway-engineer is concerned, more-or-less, with block-signals, heating-apparatus, Bessemer-steel, and vacuum-brakes, while-the mechanical-engineer pays special-attention to | automatic-apparatus, combustion-chambers, exhaust-valves, low-pressure-cylinders and high-pressure-cylinders, mechanical-stokers, sight-feed-lubricators and water-cooling-plants. He-has to-consider-the advantages and disadvantages | of-the lever-and-weight-safety-valve and-the spring-balance-safety-valve, and also of-the surface-condenser, which-is a device employed for condensing exhaust steam without mixing- | it with cold water. The method is-now universally used in marine engines. Among other things, the electrical-engineer should-know-that power delivered from-the monophase-generator is pulsating, | that from-the multiphase-generator is constant; that current-density is-the amount of current per unit of area of a cross-section of a conductor; that an induction-coil | is an apparatus used for obtaining a very-small-current at a very high-voltage from a battery-current of low-voltage, and hence really a transformer especially adapted to | work a continuous-current from a few cells; that a primary-coil is that coil of an induction-coil, transformer, etc., through which flows a primary-current, with-the original- | current, whose fluctuations are to be utilized in order-to induce another or secondary-current in-the secondary-coil of-the apparatus; and that copper-loss is-the waste of- | energy through-the resistance-of-copper-circuits in electric-plant, the energy being dissipated in-the form of heat. (380)








































8.—RAILWAY.














	break down plant		Midland Railway
	Caledonian Ry.		North British Railway
	Charing Cross Station		Paddington Station
	chief mechanical engineer		passenger brake van
	dining car		passenger traffic committee
	district traffic manager		passengers' luggage
	fast passenger train		permanent way committee
	general manager		police superintendent
	goods traffic committee		railway directors
	Great Central Railway		railway manager
	Great Eastern Railway		railway receiving station
	Great Northern Railway		St. Pancras Station
	Great Western Railway		second class compartment
	King's Cross Station		settlement of claims
	Lancashire and Yorkshire Ry.		sleeping saloon
	locomotive and engineering committee		slight collision
	locomotive superintendent		superintendent of the line
	L. & N.W. Ry. Co.		telegraph superintendent
	L. & S.W. Ry. Co.		traffic manager












Exercise 143.

In-the United-Kingdom there-are over 500 railway-companies the lines of-which-are worked or leased by about forty of-the-principal-companies. It-was in-the | first half of-the 19th-century that-the-majority of-the-great undertakings received parliamentary sanction. Commencing-with-the-year 1834, the following is-the-order | in-which-the companies named received their Act : London-and-South-Western-Railway, Midland-Railway, Lancashire-and-Yorkshire-Railway, North-British-Railway, Caledonian-Railway, Great-Central-Railway, London-and-North- | Western-Railway, Great-Northern-Railway, Great-Eastern-Railway, Cambrian-Railway, and Great-Western-Railway. London is-the centre from which radiate all-the-great English-railways, and among-the well- | known termini are King's-Cross-Station, Paddington-Station, Charing-Cross-Station, and St.-Pancras-Station. For-purposes-of administration the work of a railway is divided into many-departments under- | the-control of-the general-manager, who ultimately settles all disputes. Then-there-are the chief-mechanical- | engineer, who-is-the head of-the locomotive-department which-has very complicated | matters to negotiate, the traffic-manager, the locomotive-superintendent, the super-intendent-of-the-line, the telegraph-superintendent, and so on ; while various committees, such-as-the goods-traffic-committee, the | locomotive - and - engineering-committee, the passenger-traffic-committee and-the-permanent-way-committee decide important-matters concerning-the working of-the line. The settlement-of-claims made by-clients of-the | railways is a very difficult problem, and often leads to actions in-the-law-courts. To-cope with-these and other matters, such-as-the rating of-the railway by | public bodies, a staff of fully-qualified solicitors is employed by-each-company. The very-important and complicated work of-the equitable division of-receipts for-the carriage of passengers | and goods, demurrage on wagons, etc., is performed at-the Railway-Clearing-House. Long-distance passenger-trains may-have sleeping-saloons and dining-cars, and many companies have discontinued second-class- | compartments on all-trains. Nearly all passenger-trains have a passenger brake-van for passengers'-luggage and merchandise and perishables for quick transit,

9.—LEGAL.

	affidavit		Ecclesiastical Court
	Articles of Association		employers' liability
	bankrupt		equity of redemption
	bankruptcy		examination in chief
	breach of promise of marriage		executor
	Central Criminal Court		executrix
	Chancery Division		grand jury
	circumstantial evidence		Habeas Corpus
	counsel for the defence		heirs, executors, administrators and assigns
	counsel for the defendant		heirs, executors, administrators or assigns
	counsel for the plaintiff		High Court of Justice
	counsel for the prisoner		increment duty
	counsel for the prosecution		judgment
	Court of Appeal		summons
	Court of Criminal Appeal		jurisprudence
	deed of settlement		justice of the peace
	deed of trust		King's Bench
	deed of assignment		King's Bench Division
	Divisional Court		King's Counsel
			learned counsel

 learned counsel for
the defence
 learned judge
 legal estate
 legal personal
 representative
 Lord Chancellor
 Lord Chief Justice
 marriage settle-
ment
 may it please your
honour
 memorandum of
association
 my learned friend
 official receiver
 official writer

 originating
summons
 power of attorney
Probate, Divorce,
and Admiralty
Division
 real estate
 recognizance
 reversionary
bonus
 trust funds
 verdict for the
defendant
 verdict for the
plaintiff
 warrant of
attorney
 will and testa-
ment
 your worship

Exercise 144.

Re SMITH, a Bankrupt.

T. B. GILL, Esq.












































Dear-Sir,—The action brought by-the Official-Receiver to-test the validity of-the Bill-of-Sale given to-you by | Mr.-Smith, came on for trial to-day in-the King's-Bench-Division-of-the High-Court-of-Justice, before Mr. Justice Bright. I-regret-to-say that-the learned-judge, | after hearing the arguments on both-sides, decided against you on-the ground that-the document is-not in-accordance-with-the form prescribed by-the Act-of-Parliament relating | to Bills-of-Sale. You-will-remember that I-have many-times pointed out to-you that-the Bills-of-Sale Act is so obscurely worded that great-numbers of | Bills-of-Sale prepared by-the-most eminent conveyancers have-been set aside on-the-same-ground. It-is open to-you to-carry the matter to-the Court-of- | Appeal, but I-do-not advise that course. Yours-truly,

















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















Exercise 145.

Mr. Walter Morton's progress at the Bar has been unusually rapid. He was called in 1887. Before he had been two years at the Bar he had been counsel for the plaintiff in an action for breach of promise of marriage, counsel for the defendant in an action in the Probate, - Divorce, - and Admiralty - Division, he had appeared once in the Ecclesiastical Court, and once before the Lord-Chancellor in a Habeas-Corpus case. In every instance he was successful. If he represented the plaintiff the result was a verdict for the plaintiff, and if he represented the defendant the result was a verdict for the defendant. He is respected in the High Court of Justice for his thorough knowledge of the Common-Law, and is always heard with marked attention in the Divisional Court. He argued with great ability a novel point raised on a commercial summons in the King's-Bench last week. He has been retained in an important action on a bill of lading, and also in several assessment appeals arising out of the recent quinquennial valuation. He is an authority on the vexed question of employers' liability under the Workmen's-Compensation-Act, and is as successful with a Common-Jury as with the Judges. Those who heard his arguments the other day as to the difference between the meaning of the two phrases, "heirs, - executors, - administrators, - and - assigns," and "heirs, - executors, - administrators, - or assigns," will not soon forget his keenness. He was equally brilliant lately when the notary-public was sued on a warrant of attorney. As he refuted the arguments of the learned counsel for the defendant, "my learned friend" must have felt overwhelmed. In consequence of the death of his father, under whose will and testament he inherits considerable personal estate and real estate, he is not dependent upon his profession. People are already speculating as to when he will be made a King's-Counsel. He has been nominated as a Justice-of-the-Peace for Surrey, his father's county. He is the prospective candidate for a very large constituency in the North of England and he is in great demand as a political speaker. There is no doubt that at the first opportunity he will be elected to represent the constituency in Parliament. His intimate friends are hopeful that in due time he will fill the highest judicial position in the land, and they feel sure he would be an ornament to the office.

10.—THEOLOGICAL.

	Almighty God		goodness of God
	archbishop		gospel of peace
	atonement		Greek Church
	baptize-d-st-m		Heavenly Father
	Calvinism		Holy Ghost
	Catholic faith		Holy Word
	Children of Israel		House of Israel
	Christ Jesus		in Jesus Christ
	Church and State		in the presence of God
	Church of England		in the providence of God
	covenant		in the sight of God
	ecclesiastic-al		in the words of the text
	Episcopal Church		Jewish dispensa- tion
	Episcopal-ian-ism		kingdom of Christ
	Epistle to the Corinthians		kingdom of God
	Established Church		kingdom of hea- ven
	evangelical		knowledge of Christ
	everlasting life		Lord and Saviour Jesus Christ
	Feast of Taber- nacles		Lord Jesus
	fellow-creature		Methodism
	fruits of the Spirit		minister of the gospel
	glad tidings		

 my beloved
 brethren
 my text
 New Testament
 Scriptures
 Nonconformist
 Nonconformity
 Old Testament
 passage of
 Scripture
 Presbyterian-ism
 resurrection of
 Christ
 Revised Version
 Right Reverend
 Right Rev. Bishop

 Roman Catholic
 Roman Catholic
 Church
 Sabbath day
 Sermon on the
 Mount
 tabernacle
 transubstantia-
 tion
 United Free
 Church of
 Scotland
 Virgin Mary
 Wesleyan
 Methodist
 world without end

Exercise 146.

Humanity owes much to-the Church-of-Christ, in-
 which-the true children-of-God have-been animated
 by-the Holy-Spirit to Christian-faith and-practice, and
 to-the advocacy of-the gospel-of-peace and-the-promo-
 tion of a love of-our fellow-creatures in every child-of-God.
 Though-the relations of Church-and-State in various |
 lands have-not-been always what could-be desired, yet
 in-the-providence-of-God the fruits-of-the-Spirit have-
 been revealed, so-that in-the-Church the knowledge- |
 of-Christ has increased, and-in-the-world in-the-pro-
 vidence-of-God there-has-been an extension of-the king-
 dom-of-Christ. The blessing of-the divine Head-of- | the-
 Church, and-the outpouring of-the Holy-Ghost, have-been
 often asked on foreign-missions and home-missions, as-
 well-as on Sunday-school work, and other methods in- |
 which Christian activity has manifested itself to-bring
 into-the kingdom-of-God the ignorant and indifferent, by
 taking to-them a knowledge-of-Christ and-of-the Holy-
 Word, | by bringing to-them the glad-tidings of-the

goodness-of-God and a knowledge of-the kingdom-of-heaven, and of-Him who-is at-the-right-hand-of-| God.

The minister-of-the-Gospel selected a passage in-the-word-of-God from-the Revised-Version, and-said that in-the-words-of-the-text, or in my-|text, taken from St.-Paul's-Epistle to-the Colossians, they-would-find authority for-his addressing-them not as my-beloved-brethren, my-brethren, or my-dear-friends, but as-| he proposed to-do in-the-sight-of-God, and feeling that-they-were in-the-presence-of-God, as faithful brethren in-Christ, accepting the Catholic-faith, looking to-| the-same Heavenly-Father, having-the-same trust in Almighty-God, and believing in an everlasting-God, world-without-end, the ruler over heaven-and-earth for-ever-and-ever. |

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Exercise 147.

Christianity as represented in-the-Christian-Church is-the religion of-the European race, the principal bodies engaged in-its maintenance or dissemination being-the Roman-Catholic-Church, the Greek-| Church, the various national Established-Churches, the Free-Churches, and many other organizations which find their faith and practice in-the New-Testament-Scriptures. There-are, at-the-same-time, | scattered among-the nations-of-the-earth, descendants of-the Children-of-Israel who obey the Mosaic-law, observe-the Sabbath-day, the Feast-of-Tabernacles, and-the Festival of-| the Passover, and-find spiritual guidance in-the Old-Testament.

Our-Lord-Jesus-Christ was born under-the Jewish-dispensation, and-with-his parents visited Jerusalem in-his twelfth year. | Here he-was found by Joseph and-his mother, the Virgin-Mary, among-the great-ones of-the House-of-Israel. John the Baptist bore testimony that-the Lord-Jesus-| Christ was-the Lamb-of-God, and at-the first call of-the disciples, testimony was-borne that-the Lord-Jesus was-the Son-of-God. At-the second call, | the first four in-the Apostolic College were chosen. Among-the-words of-the Lord-and-Saviour recorded in-the Gospels, the Lord's-Prayer is-the-most widely known and | used ; and-of our-Saviour's teaching, the Sermon-on-the-Mount is perhaps | most generally quoted. The institution of-the Lord's-Supper is recorded by three of-the Evangelists, and-| the-last discourses of-the Lord-and-Saviour-Jesus-Christ by St.-John.



















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CHAPTER XXXIX.

DISTINGUISHING OUTLINES.

233. The fact that the English language contains very many words which have a similar consonantal structure was early recognized by the Inventor of Pitman's Shorthand, and provision was accordingly made in the system for the easy differentiation of these words by distinguishing outlines, so that the writer would have no difficulty either in the writing or in the transcription of these similarly constructed words. It is, indeed, mainly on account of this inherent power of readily distinguishing similar words that makes Pitman's Shorthand at once legible, and capable of being written with extreme rapidity.

234. In studying the list of distinguishing outlines, the student should seek to appreciate fully the reasons for the various forms and positions, and in this connection the following notes will be helpful as indicating the main lines upon which he should proceed:—

(a) The application of the ordinary rules of the system provides distinguishing outlines in the large majority of cases; thus,  sack,  ask;
 rose,  rosy;  state,  situate;
 paste,  pasty;  stray,  astray;
 pence,  pennies;  station,  situation;
 hair,  hairy;  long,  along;













while, awhile; weight, weighty;
 mead, meadow; inventor, inven-
 tory; crater, curator; Tartar,
 Tartary.






(b) When outlines have the same consonantal structure, and they vary only in the vowel, the application of position-writing generally gives the necessary distinction; thus, star, stare,
 steer; talk, take, took; lock,
 lake, look.

(c) If neither consonantal structure nor the position of the outline differentiates the form, then the necessary vowel is inserted, as in present,
 personate; valuable, volute;
 amicable, amicably; or, in a few
 cases, the outline is placed out of position, as in many, to distinguish it from money;
 sent, from send; most, from must.

(d) Words of the same consonantal structure, but differing in accent, have distinguishing out-
 lines, as in funereal, funeral; divers,
 diverse; property, propriety.

(e) In some pairs of words distinction is obtained by adopting an abbreviating principle in one












































of the words, and by writing the other more fully; thus,  unavoidable,  inevitable;
 secret,  sacred;  regard,  regret;
 endless,  needless;  salutary.
 solitary;  laboured,  elaborate.




























(f) When *t* or *d* is immediately preceded by a diphthong and a vowel, distinguishing outlines are secured by writing the stroke *t* or *d* respectively, as in  fiat,  quiet,  diadem,
 fluctuate,  punctuate.

235. In brief, therefore, the student will find from a careful study of the following lists that similar words are distinguished (1) by a difference of outline, (2) by a difference of position, (3) by the insertion of a distinguishing vowel.

Want of space forbids the inclusion of complete lists of distinguishing outlines, but the following lists will be found sufficient for the demands likely to be made on persons engaged in the ordinary work of a shorthand-writer. Those who desire to see a more complete list of distinguishing outlines are referred to the *Reporters' Assistant* in which they will find a very exhaustive treatment of the subject, and in which the less familiar words are tabulated in addition to the words which are in common use. *Vowels, and the prefix con-, com-, marked in italic in the following sections, should be inserted.*

DISTINGUISHING OUTLINES.—SECTION 1.

<i>ptbl</i>	 compatible,  potable,  computable ;  pitiable
<i>ptk</i>	 optic ;  poetic
<i>ptns</i>	 aptness ;  pettiness
<i>ptrf</i>	 petrify ;  putrefy
<i>ptrfkshn</i>	 petrification ;  putrefaction
<i>ptrn</i>	 patron ;  pattern
<i>pkr</i>	 packer,  pecker,  picker ;  epicure
<i>pstr</i>	 compositor,  pastry ;  pas- ture, posture
<i>pshnt</i>	 passionate ;  patient
<i>psshn</i>	 opposition,  possession,  position
<i>pnr</i>	 opener ;  pioneer ;  penury
<i>pljr</i>	 pledger ;  plagiarist ;  pillager
<i>plsd</i>	 placid ;  palsied,  palisade,  pellucid
<i>plsmn</i>	 placeman ;  policeman
<i>pr</i>	 poor,  pure
<i>prps</i>	 porpoise,  purpose ;  perhaps, propose

<i>prpr</i>	 proper ;  prepare
<i>prprt</i>	 appropriate ;  property ;  propriety ;  purport
<i>prprshn</i>	 appropriation ;  preparation
<i>prtk</i>	 partake ;  operatic,  portico
<i>pr^t_dkt</i>	 protect ;  product,  predict
<i>pr^t_dkshn</i>	 protection ;  prediction
<i>prtv</i>	 comparative ;  operative
<i>prtn</i>	 opportune,  pertain, appertain
<i>prtnđ</i>	 pertained, appertained, portend ;  pretend
<i>prtr</i>	 aperture ;  portray ;  porter ;  operator ;  parterre

Exercise 148.








































[Introducing words in Section 1.]
































It-is-not *compatible* with reason that-men should make themselves *pitable* by indulgence in *potable* poisons, for-the-sake-of passing pleasure, yet the number who thus err is- | not *computable*. The results of-such a habit are deplorable. The *optic* nerve is weakened, and-the once *pellucid* eye is dimmed ; all *poetic* sensibility is deadened ; the face, formerly | *placid*, is wrinkled and worn ; the hand, which used to be strong enough to tear down a *palisade*, is-now *palsied* and nerveless ; there-is an *aptness* to exhibit *pettiness* | of temper, with *passionate* outbursts of anger, where *patient* forbearance had previously been-

the rule. The whole *pattern* of-life is changed when a man becomes a *patron* of-the | places where-the poison is retailed. All appetite for ordinary food is lost, and-the victim (*perhaps* a *packer* in a store, or a *compositor* on-the daily-press) becomes | a mere *pecker*, a kind of *epicure*, whose palate must-be tickled with *pastry*, whose very *posture* at table must-be studied, and for-whom no *pasture* could produce meat | of-sufficient tenderness. He-may, *perhaps*, become a *pledger*, a *plagiary*, or even-the *pillager* of a *porpoise* skin from-some *placeman* or *policeman*, for-the-purpose-of obtaining means | to purchase the poison he desires. True, he-may-propose to-return-the *property* upon an *appropriate* occasion, when-he-comes back to-the paths of-*propriety*, but his *preparation* | for-the *appropriation* of another's *property* would belie the *purport* of-his words, and-none would believe him. It-is of *comparative* insignificance whether a man be an *operative* in | a factory, a *porter* on-the railway, an *operator* in a telegraph-office, the designer of a *parterre* in-the park, or of a beautiful *portico* in-the-city—he | cannot *partake* of-the poisons referred to without danger. He-may-be the principal in an *operatic* company, or an artist able-to *portray* nature with-the utmost fidelity—indulgence | is equally dangerous for-him. It-is useless to-*pretend* that-the beginning of-the habit does-not *portend*-the end. It-is, as-it-were, an *aperture* that soon | expands, and-it-is frequently the *opener*, or *pioneer* of-the road that leads to *penury*. Worst of all, it-may *petrify*-the heart, and-there-will-be *petrifaction* where | there-should-be benefaction. Universal excess would undoubtedly destroy or *putrefy* society, and general *putrefaction* would end in total annihilation.

On-Thursday last we attended a lecture on Tariff-Reform | at-our local Conservative-Club. The chair was occupied by-our president, and our secretary, who-has-been in Germany recently, delivered a very interesting discourse. He-said this-is | a very *opportune* moment for-the study of-the-subject of-the-*products* of-our land, and how we-can *protect* our interests. People of-other lands are protecting-their | *productions* and-interests, and-it-is high time we gave closer-attention to-*protection*. Whether a man is a hop *picker* or is connected with all-that *pertains* or *appertains* | to-commerce it-is equally important, and-each should give-the-matter its *proper* place in-his politics and-*prepare* himself for-the electing of a local representative.

DISTINGUISHING OUTLINES.—SECTION 2.

<i>prch</i>	 approach,  preach;  parch,  porch, perch
<i>prfr</i>	 proffer;  prefer;  por- phyry,  periphery
<i>prvd</i>	 provide;  pervade
<i>prst</i>	 poorest;  purest;  parasite,  pursuit
<i>prskt</i>	 prosecute;  persecute
<i>prskshn</i>	 prosecution;  persecution
<i>prsr</i>	 presser, oppresser;  purser  piercer;  peruser;  pursuer
<i>prsn</i>	 person,  prison;  parson, comparison,  Parisian
<i>prst</i>	 present, personate;  pursuant
<i>prsl</i>	 parcel, parsley;  parasol,  perusal
<i>prsh</i>	 Prussia;  perish, Persia
<i>prshn</i>	 Prussian, oppression;  portion, Persian, apportion
<i>prmnt</i>	 prominent,  permanent,  pre-eminent

<i>prns</i>	 appearance ;  poorness ;  pureness
<i>prnss</i>	 princes ;  princess
<i>prnns</i>	 pronounce ;  pronouns ;  proneness
<i>prls</i>	 paralyze,  perilous ;  peerless,  powerless ;  pearls
<i>btj</i>	 beautify ;  beatify
<i>blsm</i>	 blossom ;  balsam
<i>brb</i>	 bribe ;  barb
<i>brbr</i>	 briber ;  bribery ;  Barbary
<i>brk</i>	 break, broke,  brick, brook ;  bark, barrack
<i>brkr</i>	 breaker, broker ;  barker
<i>brth</i>	 broth,  breath ;  breathe ;  berth, birth








































Exercise 149.










































[Introducing words in Section 2.]

Any story may *preach* a lesson if we *approach* its *perusal* properly, but we only *parch* up our minds if we *perch* ourselves upon a high horse at what-may-! be-called-the *porch* or entrance to-the story, and-*prefer* to gallop through it without pausing to accept the lessons

which-the author may *proffer*. Thus-we miss the | beauty of-the *porphyry* while we measure the *periphery* of-the figure drawn upon-it. In-the *pursuit* of-recreation or knowledge we should *provide* ourselves with a plan and | should decline to allow the interest which-may *pervade* even-the *poorest* story to-draw us from-the *prosecution* of-our plan, which we should *prosecute* with-the ambition—the | *purest* of all ambitions—of-making ourselves better men-and-women. Whether it-be a story of *oppression* and *persecution* by a *Prussian* or a *Persian*, or an attempt by- | some-person to-personate or *persecute* a *Parisian* parson and cast him into *prison*; whether-the narrative be remarkable for excellence or *poorness*; whether a *portion* of-the scene be | laid in *Prussia* or in *Persia*—it matters not; we should-have-the object of-our reading ever *present*, and, as *pursuant* with-this object, we should *apportion* some-time | to a *comparison* of-the characters and-the *pureness* of-their motives of action. Otherwise, our reading is *perilous* and-we-may *paralyze* our good taste, if, indeed, it does- | not *perish* entirely. With-the object of self-improvement ever *prominent* in-his mind, the *peruser* of books becomes a *pursuer* of knowledge, and-the history of-the *oppressor* and | *piercer* of human hearts may thus be read with *permanent* and *pre-eminent* advantage. We *beatify* the hero who-would *brook* no *opposition*; who-would even *beautify* virtue; who refused the | *bribe* of-the-briber and despised his *bribery*; and-we condemn the villain from *Barbary*, whose heart was like a *brick* or a stone; who broke faith with-the *princess*, | and sold-the *princes* to-their enemies; who-would *break* his word as lightly as-he-would blow upon a cup of-*parsley* broth; who-regarded a promise as mere | *breath*, which died in-the-moment of-its *birth*. Whether he be a *broker* or a *parcel* carrier; whether he live in a *barrack* or a palace, the reader may | gather a *blossom* from every story, and obtain a *balsam* for-the wounds produced, it-may-be, by-the *barb* of jealousy. But he-must strip off-the outer *bark* | if-he-would find-the kernel; he-must open-the *parasol* if-he-would learn its construction. Not every *barker* is a good watcher, nor every talker a wise man. | There-is a *proneness* in-man to-pronounce his views on any matter in a somewhat dogmatic-manner, and-in-many-instances he-seems *powerless* to refrain from giving them, | so-that-he-may give-the *appearance* of possessing wisdom and learning.

DISTINGUISHING OUTLINES.—SECTION 3.

<i>brl</i>	 barley ;  barrel,  burial ;  barely ;  barilla
<i>bndn^t_d</i>	 abundant ;  abandoned
<i>tshn</i>	 Titian, <i>contusion</i> ;  tuition
<i>tmpr^t_d</i>	 temperate ;  tempered
<i>tnshn</i>	 tension, <i>attention</i> ;  attenuation, <i>continuation</i>
<i>tnnt</i>	 tenant ;  continent, <i>continuant</i>
<i>tnr</i>	 tanner,  tenor,  tuner ;  tenure
<i>trtr</i>	 traitor,  treater ;  Tartar ;  torture ;  Tartary,  territory
<i>trfl</i>	 trifle ;  travel ;  trivial
<i>trst</i>	 contrast,  traced, trust,  truest
<i>trshn</i>	 contrition, <i>attrition</i> ;  tertian, <i>contortion</i> ;  iteration
<i>trr</i>	 tarrier,  terrier, terror ;  tearer
<i>dt</i>	 date, debt, duty, ditty ;  doubt

- dtr*  daughter, *auditor*,  debtor;
  doubter;  editor;  dietary,
 auditory,  deter,  detour
- dtrmn^t_d*  detriment;  determined
- df_vns*  advance,  defence, deafness;
  diaphanous,  defiance
- df_vr*  defray,  differ;  defer,  devour;
  defier
- dvr_s*  divers, *adverse*;  *diverse*, divorce
- dstn*  destine;  destiny
- dstⁿ_{ng}shun*  destination;  distinction
- dskvr*  discover;  discovery
- dss*  disease, disuse (*v.*);  disuse (*n.*);
  diocese,  decease
- dss^t_d*  diseased;  deceased;  desist
- dltr*  dilatory;  idolatry;
  idolater,  adulator,
  dilator,  diluter
- drs[']_d*  dressed, addressed;  dearest

<i>jnt_{ts}</i>	giant ; agent ; giants ; giantess
<i>jntl</i>	gentle, gently, genteel ; Gentile
<i>jntr</i>	genitor ; geniture
<i>kptr</i>	captor ; capture
<i>ktl</i>	actual ; actually, acutely
<i>ktrs</i>	actors, actress ; cateress ; cauterize
<i>kvlr</i>	caviller ; cavalier
<i>ks_zbl</i>	accessible ; excisable
<i>kstnshn</i>	extension ; extenuation
<i>ks_d^t</i>	cost, cast ; caused
<i>kskrt</i>	execrate ; excoriate
<i>kskrshn</i>	excursion, execration ; excoriation
<i>ksrss</i>	exercise ; exorcize
<i>klps</i>	eclipse ; collapse
<i>kltr</i>	clatter ; culture

















































Exercise 150.

[Introducing words in Section 3.]











































Poor Brown, the *tenor* vocalist and piano *tuner*, who had the *tenure* of the shop in Long Avenue, died to-day. Last Wednesday week he was passing with his uncle, the *tanner*, between a sack of *barley* and a *barrel* of *barilla*

outside a store, and cut his hand on a screw in-the *barrel*. The wound was *barely* visible at | first, and he thought it would-be no *detriment* to-him, so he resisted every *advance* made by his friends that-he-should see Dr. Jackson, urging-the doctor's *deafness* | as a *defence*. The pain, however, broke down his *defiance*, and he *determined* to-wait no-longer. Meanwhile, a kind of *diaphanous* skin had formed, the flesh was *diseased*, and- | the doctor had to *excoriate* the wound. The pain-of-the *excoriation* caused Brown to-make fearful *contortions*. It-appears-the friction or *attrition* of-his-glove had inflamed-the | wound and caused blood poisoning. He now expressed his *contrition*, with-much *iteration*, for-his neglect. The doctor did his best to arrest the *disease*, and Brown tried to use | the hand, but-the pain forced him to *desist*, and he-was obliged to *disuse*-the limb, which, from *disuse*, became quite powerless. A sort of *tertian* fever set in, | and-the poor fellow died to-day. The news of-his *decease* has-been sent all-over-the *diocese*. Alas ! who knows what fate may *destine* for-one ? Who-can foretell | his-own *destiny* ? But, at-least, we-know our *destination*, and should strive to-reach it. The *burial* takes-place on-Wednesday, and will-be attended by myself and my | *daughter* ; the city *auditor*, who-was a *debtor* of-Brown's, and, by-the-by, a *doubter* of-his musical ability ; the *editor* of-the local newspaper, a man whose *auditory* | senses are-not keen, and who-is obliged to-follow a *dietary* to *deter* the increase of-the-trouble ; the leading *actress* and all-the *actors* from-the local theatre ; | Mrs. Gray, the *cateress*, who wanted Brown to *cauterize* the wound which caused his death ; and others of-the-most *diverse* opinions, holding *divers* views on all questions except the | merits of-Brown, and-having in-some-instances expressed *adverse* judgments upon each-other's work. But Brown was such a *gentle*, good fellow, with so *genteel* an air, and he | dealt so *gently* with-the failings of-others, that-he-was a favourite with all, Hebrew or *Gentile*, *Tartar* from *Tartary*, or Indian from-the native *territory*. He-was-no | *adulator* or *diluter* of-truth, but he distinguished between-the *idolater* and-his *idolatry*, and could-be kind to-the one while he-would *execrate* the other. His *execration* of | what-he thought *idolatry* would-not prevent his accompanying the *idolater* on an *excursion*, nor would the idle *clatter* of bigots in-any-way disturb a man of-his *culture*. |

DISTINGUISHING OUTLINES.—SECTION 4.

<i>klk</i>	 clock,  cloak, click;  colic, calico
<i>klm</i>	 climb,  acclaim, claim;  column,  culm
<i>klmt</i>	 climate;  calumet;  calamity
<i>klmnt</i>	 culminate;  calumniate
<i>krprl</i>	 corporal;  corporeal
<i>krt</i>	 cart,  court, create;  carat, accurate,  curate;  charta;  cruet
<i>kr_fr</i>	 carter,  crater, Creator;  carrier,  currier, curator,  career;  criteria;  courtier,  creature
<i>krd</i>	 accord, concord,  cared, occurred, concurred;  card, cord, chord,  cured, curd, coward;  carried,  curried
<i>krdns</i>	 credence;  accordance
<i>krj</i>	 courage;  carriage
<i>gdns</i>	 goodness;  guidance
<i>grdn</i>	 garden;  guardian, Gordian,  guerdon
<i>gr_d^{tl}</i>	 greatly;  gradually,  greedily
<i>grv_d^t</i>	 grieved, aggrieved;  aggravate

<i>grnt</i>	grantee ; guarantee ; granite ; garnet
<i>fktr</i>	factor ; factory
<i>fv^t_d</i>	favoured ; favourite
<i>fskl</i>	physical ; fiscal
<i>fnrl</i>	funereal ; funeral
<i>fln</i>	fallen ; felon
<i>flng</i>	falling, failing, felling, feeling, filling ; following
<i>frtn</i>	fortune ; frighten ; fourteen
<i>frthr</i>	further ; farther
<i>frthst</i>	furthest ; farthest
<i>frsh</i>	fresh ; afresh
<i>frm</i>	farm, form, conform, firm, affirm, forum
<i>frmr</i>	former ; farmer ; framer ; firmer
<i>fr^{mrl}_m</i>	formerly ; iormal-ly, firmly
<i>frnt</i>	front, confront ; affront
<i>frns</i>	ferns, conference ; fairness

<i>frwrd</i>	 forward ;  froward
<i>v_fdnt</i>	 evident ;  confident
<i>v_fans</i>	 voidness,  evidence ;  confi-
	dence ;  voidance, avoidance
<i>vd_fdntl_v</i>	 evidently ;  confidently ;
	 eventually
<i>vstr</i>	 vestry ;  vesture,  visitor
<i>vbl</i>	 valuable, voluble ;  available
<i>vlshn</i>	 violation,  volition, convolution,
	evolution ;  convulsion
<i>vlns</i>	 violence ;  vileness
<i>vrt</i>	 avert ;  overt, convert ;
	 virtue ;  variety,  verity
<i>vrj</i>	 average,  converge, verge
<i>vrs</i>	 averse, converse ;  verse ;  avers
<i>sprt</i>	 support, suppurate ;  separate ;
	 spirit
<i>stt</i>	 statue,  state,  stout ;  situate,
	satiety ;  estate,  astute,
	 ousted ;  statute, constitute,
	statuette

std ...^l stated ; ...^f situated

std ...^l stead, staid, ...^f stood, steed ; ...^p steady,
study, studio ; ...^p sighted, ...^p seated,
suited

stshn ...^p station, citation ; ...^f situation

Exercise 151.












































[Introducing words in Section 4.]












































At four o'clock the officer took his *cloak*, and the *click* of his revolver showed that he expected *opposition* if not a *calamity* on the *climb* up the hill before his *column* could *claim* victory, or *acclaim* their triumph over the *calico* dressed warriors on the crest of the eminence. *Accurate* preparations had been made at a *conference* the night before, so that the attack might *accord* with that made at other points, and it was only after all was arranged that he threw himself among the *ferns* in the *ammunition cart* that served as a tent and thought he might in *fairness court* a little sleep. In *accordance* with his orders he was aroused at four by the *corporal*, who was *guardian* over the *garden* where the *cart* stood, and he prepared for his attempt to cut the *Gordian* knot which faced him, and for which he hoped to receive promotion as a *guerdon*. The *climate* had told on the troops. Food was scarce, and the men often chewed the *culm* from the grass to save them from *colic*. They hoped the coming fight would *culminate* in victory, and that they might smoke the *calumet* of peace again. They did not *calumniate* their foes, whose *courage* was undoubted and whose *carriage* was noble. Nor did they give *credence* to the charges of *vileness* and *violence* made against the enemy. As *Corporal* Blake said, they did not mind *corporeal* foes, and why should they fear immaterial things? It was useless to wear *funereal* faces even at many a *funeral*; they knew the *fortune* of war, and why *frighten* themselves with mere rumours? He had gone through *fourteen*
















































engagements unharmed, and he *affirmed* his *firm* conviction that-this-would *form* no exception. His dream the night before seemed to *confirm* his | belief that-he-would yet retire to a *farm* and *conform* to-the civil law as-he had to-the military. He-might even be heard in-the national *forum*, | and who knew but what-he-might become a *factor* and-own a *factory*? In-no-way *forward* or *froward*, Blake was *favoured* by-the officers and a *favourite* of- | the men. He-was *steady*, fond of-*study*, and had a *spirit* that-would *support* him in-any *station* or *situation*. He read an order as-if-it-were a | *citation*. When Private Wood's wound began to *suppurate*, and-they-had to *separate* him from-the rest, it-was *staid* Blake who *stood* by-him and acted in-the *stead* | of a nurse. A man of *verity*, he showed his *virtue* in a *variety* of-ways, and-if-he-could-not *convert* a bad tempered man he-could always *avert* | his wrath. Keen *sighted* and a fine rider, he-was best *suited* when *seated* on-his *steed*, where he sat firm as a *granite* rock. He wore an eighteen *carat* | gold ring, set with a *garnet*, which, with a silver *cruet*, had-been given him by his cousin, a *curate*. Blake's opinions were-the *criteria* to-which-the men *appealed*. | They recognised in-him a *creature* above themselves. They-had heard him talk of *evolution*, personal *volition*, the attributes of-the *Creator*, and-the effects of a *violation* of-His | laws; of-the *convulsion* of-the *crater* of Vesuvius, and Magna Charta. He seemed to know-the duties of a *curator*, a *courtier*, and-even those of a *carter*. Such- | was Corporal Blake, the first to *climb* the hill, and, alas! the first to fall. The victory was won, but-his *spirit* had fled ere-the *column* paused for rest. |

It-is to-the *fallen* hero and-not to-the *felon* that-we erect a *statue*, and-thus give *guidance* to all aspiring after *goodness*. Our *confidence* in-the value | of-this is *evident*, and many a *valuable* lesson is *available* from-the silent witnesses of-the inscriptions on monuments. We-are *confident* that-such *evidence* of-the past glory | of a life constitutes a *gradually* increasing asset as civilization advances and-is *greatly* superior to-the-praise of a *voluble* writer who-may-be the *grantee* of an *estate* | or a contributor to current periodicals on-the-*physical*-state of-the people or-the *fiscal*-policy of a nation. In Westminster Abbey and St.-Paul's Cathedral are erected various- | forms of monuments to-the memory of-the-good, and-the wise, and-the-brave. (735)


DISTINGUISHING OUTLINES.—SECTION 5.

- str*  satire ;  star,  stare,  steer ;
  starry,  story ;  stray ;
  Austria,  astray ;  astir,
 austere ;  estuary ;  oyster,
 Easter
- strktr*  structure ;  stricture
- sdr^t_d*  considerate ;  considered
- sklp^t_r*  sculptor ;  sculpture
- skr^t_d*  secret ;  sacred
- sst*  sayest, essayist,  ceased, seized,
 assist ;  consist ;  society,
  siesta
- sntr*  sanitary,  sanatoria, century ;
  sentry ;  centre, senator
- sltr*  solitary,  conciliatory ;
  sultry ;  psalter, salutary ;
  solitaire
- shr*  sure ;  share, shore,  sheer,
 shower, assure
- shrtnd*  shortened ;  shorthand
- shrtns*  shortens ;  shortness
- mpshn^t_d*  impassioned ;  impatient








<i>mgrshn</i>	 emigration ;  immigration
<i>mn</i>	 many, my own,  money
<i>mntn</i>	 maintain ;  mountain
<i>mnstr</i>	 monster,  minster, minister ;  ministry ;  monastery
<i>mrdr</i>	 murder ;  marauder
<i>mrdrs</i>	 murders ;  murderess ;  murderous
<i>n^{ble}_{nt}</i>	 noble ;  notable
<i>ndfnt</i>	 indefinite ;  undefined
<i>ndls</i>	 endless ;  needless
<i>njns</i>	 ingenious ;  ingenuous
<i>nv^{dbl}_t</i>	 unavoidable ;  inevitable
<i>nsstnt</i>	 insistent ;  inconsistent ;  unsustained
<i>nmnkltr</i>	 nomenclator ;  nomenclature
<i>lbr^t_d</i>	 laboured,  liberate  elaborate ;  libretto
<i>lbrshn</i>	 liberation ;  elaboration
<i>lkl</i>	 likely,  luckily ;  local ;  alcohol ;  alkali
<i>l^s_{swh}^r</i>	 lesser, lessor ;  elsewhere

<i>lrnd</i>	 learned (<i>v.</i>) ;  learned (<i>adj.</i>)
<i>rlsns</i>	 righteousness, riotousness,  reticence
<i>rtⁿ_{ng}</i>	 rotten,  retain,  routine ;  writing ;  written
<i>rgr^t_d</i>	 regret ;  regard
<i>rsm</i>	 resume ;  reassume
<i>r^s_{sh}rs</i>	 racers, resource ;  racehorse
<i>rns^t_d</i>	 rinsed ;  rancid ;  earnest
<i>rb^t_d</i>	 rabid, rabbit ;  rebate, rebut
<i>rdkl</i>	 radical ;  ridicule
<i>rfr</i>	 refer,  referee ;  rougher,  reefer
<i>r^f_vrs</i>	 refers, reverse ;  rovers,  rivers ;  reveres, reviewers
<i>r^f_vrns</i>	 reference ;  reverence
<i>rul</i>	 rival,  revel ;  arrival ;  revile,  reveal
<i>rvlr</i>	 reviler,  revealer ;  rivalry,  reveller
<i>rvr</i>	 revere, reviewer ;  reverie
<i>wls</i>	 Wales ;  Wells
<i>hmn</i>	 Hymen, human,  humane

hlnd  Holland,  Highland;  Holy Land

hr^t_d  hearty;  hardy

hr^t_d^l  heartily;  hardly

hrn  horn,  hereon;  horny,
  hernia,  herein;  heron;
  heroine

Exercise 152.

[Introducing words in Section 5.]

Dear Walter,—I *sent*-you this morning a copy of-our *local* paper containing an *elaborate* but not *laboured* article on “*Society in-the Twelfth Century.*” Please *send* it to | Mr. Brown when you have read it. The *essayist*, who-is both *ingenious* and *ingenuous*, was *luckily* engaged by-the proprietors as *likely* to increase the circulation of-the paper, | and-I *learned* yesterday that since his series of-*learned* articles commenced the circulation has trebled. It-is *inevitable* that some readers should express dissatisfaction with-the articles. That-is | *unavoidable*. There-are-some who-would prefer an article on a favourite *racehorse*, or on-the great *racers* of-the past; or a life of-some *marauder* who-was hanged | for *murder*, with a detailed list of-the *murders* he committed during his *murderous* career; and-if-the article dealt with a *murderess* such readers would enjoy it all-the | more. But those-who *regard*-the newspaper as a *resource* which-will help them to-sound knowledge would *regret* the discontinuance of articles such-as-the one I-have-sent-|you. The author appears to be an *austere*, *impatient* man, and certainly his style is occasionally quite *impassioned*; but-his manner is very *conciliatory*. He-is *astir* every morning at | six, and, cold or *sultry*, he takes a *solitary* walk, like a *sentry*, down by-the *estuary*, which-has, he-says, a *salutary* effect

upon him and makes him enjoy | his *siesta* at noon. He has travelled a good-deal in-the *Holy Land*, and would-not go *astray* in-any country in-the-world. He boasts the possession of | an ancient *psaltery*, given him by-some-friends in *Austria*, whom he visits every *Easter*. His duties on-the paper are somewhat *indefinite* and *undefined*, but they *consist* mainly of | contributing essays on history and literature, though he-is expected to *assist* the editor when required. He-is a very *considerate* man, and-his style is *considered* excellent. He-is | very *humane*, with strong *human* feelings, and-endeavours to advance in *righteousness* every-day. He-is remarkable for-his *reticence* and-his abhorrence of *riotousness* of-every kind. It-is | *my-own* opinion, and-the opinion of-many others, that-he-will make both *money* and-fame in-the-profession he-has chosen. I hear he-is to-take-up | the yoke of *Hymen* next-week. The lady is a Miss *Holland*, daughter of a *horny* handed son of toil, and he-met her during a *Highland* tour last summer. | She was, by-the-way, the *heroine* of quite a romantic adventure in a search for *herons'* eggs. But *herein* lies a story which I-will *resume* when I-see- | you. Suffice it to say that *hereon* rests the beginning of-the affection which-is to be finally cemented next-week. I-think-the finest thing in-the article I- | have-sent-you is-the description of-the departure of-the pilgrims for-the *Holy Land*. They all-wear the pilgrim's badge—a shell, not unlike-the shell of an | *oyster*—and-there-are representatives of-every-class. There-is-the old *minister* from some famed *minster*, anxious to-crown his *ministry* by a visit to-the holy places; and- | there too, it-may-be, is one who-has-been a veritable *monster*, but-is-now *earnest* in-his repentance and eager to *reassume* his position in-the-world, with- | his conscience freed, cleansed, or *rinsed*, as-it-were, from-the stains of-his past life. A *horn* is sounded, and-the pilgrims' ship passes slowly away past the *monastery*. | I commend-the whole article to-your *earnest* study, my-dear Walter, and-I-shall-be-glad to-*resume* the subject when I-see-you. Yours-very-truly,
 PHILIP SHAW. | (630)

CHAPTER XL.

SIGNIFICANT MARKS AND SHORTHAND IN PRACTICE.

236. SIGNIFICANT MARKS.—In taking notes of a speech, the employment of certain significant marks will be found necessary or desirable, in order to facilitate the production of a correct verbatim transcript or a good condensed report, or to prevent misunderstanding. The use of these signs is described below :—

MISHEARINGS, ETC.—When a word has not been heard distinctly, and the shorthand writer is uncertain whether he has written the right one or not, a circle should be drawn round the character, or a cross (×) placed under it. When the note-taker has failed to hear a word, the omission should be indicated by a caret (....._^) placed *under* the line. Should a portion of a sentence be so lost, the same sign should be employed, and a space left blank corresponding to the amount omitted. Or the longhand letters *n h* (*not heard*) may be written.

ERRORS.—In cases where a reporter has failed to secure a correct note of a sentence, this may be indicated by an inclined oval, thus *O* (*nought* or *nothing*). When it is noticed that the speaker has fallen into an error, the mark *X* should be made on the margin of the note-book.



REFERENCE MARKS.—When verbatim notes of a speech are taken, but only a condensed report is required, a perpendicular stroke should be made














in the left-hand margin of the note-book to indicate an important sentence or passage which it is desirable to incorporate in the summary. The end of a speech or the completion of a portion of a discourse may be indicated by two strokes, thus

// When the reporter suspends note-taking, but the speaker proceeds, the words *continued speaking* may be written.

QUOTATIONS, ETC.—Quotations from well-known sources, such as the Bible or **Shakspeare**, familiar to the reporter, need not be written fully if time presses. It will suffice to write the commencing and concluding words with quotation marks and a long dash between, thus “*The quality of mercy ——— seasons justice.*” A long dash may be used to denote the repetition of certain words by a speaker, instead of writing them each time, as in the familiar passage, “*Whatsoever things are true, ——— honest, ——— just,*” etc.

EXAMINATION OF WITNESSES.—In reporting the examination of witnesses in questions and answers, the name of each witness should be written in longhand. The name of the examiner may be written in shorthand before the first question. If the judge, or other person, intervenes with questions during the examination, his name must be written before the first question; it need not be repeated, but care must be taken to write the name of the original examiner when he resumes his questions. Various methods may be employed for dividing questions from answers, and the answer from the succeeding question, but, whatever plan is employed, it should be one which is absolutely distinctive. When a document is put

in, write *document* between large parentheses, thus  When a document is put in and read, write 

APPLAUSE, DISSENT, ETC.—The following words, descriptive of the approbation or dissent of an audience, should be enclosed between large parentheses :— *hear*,  *hear*, *hear*,  *no*,  *no*, *no*,  *sensation*,  *applause*,  *chair*,  *cheers*,  *laughter*,  *uproar*,  *hisses*. The adjective, or adjectives, descriptive of the kind of applause must be written after the first word. For example, what would be described as *loud and continued applause* would be written   in reporting, for the notetaker would not know that the applause was continued till it had lasted for some time.




237. SHORTHAND IN PRACTICE.—As the art of shorthand is generally acquired for use in some special occupation, various books have been prepared by the publishers of the present work with a view to furnishing assistance to the phonographer when entering on a particular course of practical employment. Shorthand is largely used in the commercial, the railway, and the lawyer's office; it is indispensable to the majority of journalists, and a *sine quâ non* in the office of the professional shorthand writer. For appointments as secretaries to politicians, military men, scientists, authors, and others, shorthand ability is usually


























expected, and many similar fields of labour, in which the art is in daily employment, might be mentioned. Skill in the kindred art of typewriting is also very generally required in connection with the occupations mentioned above ; this is, indeed, now so generally recognized, that it is unnecessary to do more than allude to it here.

238. In most offices the shorthand writer will find some reference books. But he will soon discover that it is needful to have on his own bookshelf or in his desk certain books of reference for his own use. The most indispensable work is undoubtedly a good English Dictionary. Next in importance, if his work is of a literary character, will be a guide to all proper names in biography, geography, mythology, etc. For the shorthand writer's purpose, "The Century Cyclopædia of Names" will prove more serviceable than an encyclopædia. In place of this comprehensive work, a good biographical dictionary and a gazetteer will be found useful.

239. It may not be out of place to observe that the more thoroughly equipped the shorthand writer is in the matter of general knowledge the more accurate and reliable will his shorthand work prove to be. If, in addition to the necessary dexterity in the writing of shorthand, he possesses a good knowledge of business and other matters, it is obvious that his work will be performed with much greater ease and satisfaction to himself and to his employers. There are numerous books on almost every conceivable subject now published at moderate prices, and the shorthand-writer should have no difficulty in obtaining suitable books for the purpose of increasing his knowledge in any direction desired.

OUTLINES FOR THE NAMES OF THE CHIEF CITIES AND TOWNS OF THE EMPIRE.






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 Belfast
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 Bombay
 Bradford
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 Calcutta
 Cape Town
 Cardiff
 Cork
 Derby
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 Gateshead
 Gibraltar
 Glasgow
 Halifax
 Hong-Kong
 Huddersfield
 Hull
 Johannesburg
 Leeds






 Liverpool
 London
 Madras
 Manchester
 Melbourne
 Middlesbrough
 Montreal
 Newcastle-on-Tyne
 Norwich
 Nottingham
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
GRAMMALOGUES.






240. With the exception of *ah! eh? O, Oh! ay, aye, Scripture, ye, shalt*, which have not been given because of their infrequency in general matter, the grammalogues on the following pages have been introduced in the preceding exercises. The student should now memorize the signs for the above nine grammalogues.






241. A distinctive feature of a logogram is that it consists of one stroke-sign, normal length, half-length, or double-length, with or without an initial or a final attachment.

242. Logograms are divided into two classes: Regular and Irregular. A regular logogram represents all the consonants of a grammalogue, and is written above, on, or through the line, according to the vowel, or, if more than one, the accented vowel, in a word; thus,  *at*,  *out*,  *by*,  *above*,  *my*, are termed regular logograms. Irregular logograms, which may or may not represent all the consonants in a grammalogue, are arranged in the following classes:—

(a) Those which are contracted, but written in the correct position, as  *advantage*,  *several*,  *whether*,  *thank*,  *strength*;

(b) Those which are not in strict accordance with text-book rules, as  *therefore*,  *rather*,  *are*,  *great*;

(c) Those of frequent occurrence written on the line, irrespective of the vowel or accented vowel, as  *be*,  *it*,  *do*,  *was*,  *deliver*; and

(d) Those written out of their proper position in order to avoid possible clashing with some others, as  *me*,  *over*,  *truth*,  *much*,  *more*.

GRAMMALOGUES.

Arranged alphabetically for reference.

a or an	•	called	c	equal-ly	...c
able	/	can	—	equalled	...c
above	/	cannot	~	ever-y	...c
accord-ing	/	care	—	evil	...c
advantage	l	cared	—	eye	...c
ago	—	cart	—	first	...c
ah !	•	chair	/	for	...c
all	/	chaired	?	from	...c
and	/	cheer	/	general-ly	...c
any	(cheered	/	generaliza	...c
apply	/	child	p	tion	...c
approve	/	children	—	generation	...c
are	/	Christian-ity	—	gentleman	...c
as	o	circumstance	f	gentlemen	...c
at		circumstan-	f	give-n	...c
aught	/	ces	—	go	...c
awe	/	cold	—	gold	...c
ay (yes)	/	come	—	great	...c
aye	•	constitution	f	greatest	...c
balance	f	al-ly	—	guard	...c
balanced	f	could	—	had	...c
balances	f	dear	—	half	...c
be	/	deliver-ed-y	f	hand	...c
because	/	deliverance	f	happen	...c
been	/	difference-t	—	happened	...c
behalf	/	difficult	—	happy	...c
belief-ve-d	/	do	—	has	...c
beyond	/	doctor, Dr.	f	have	...c
build-ing	/	done	J	he	...c
but	—	down	J	heaven	...c
buy,	/	during	—	high	...c
by	/	each	—	him	...c
call	—	eh ?	—	himself	...c

his	o	me	—	particular	—
holy	—	meeting	—	people	—
hour	—	member	—	phonography	—
house	—	mere	—	pleasure	—
how	—	met	—	principal-ly	—
however	—	more	—	principle	—
I	—	most	—	put	—
if	[ant	Mr.	—	quite	—
importance-	—	much	—	rather	—
impossible	—	must	—	religion	—
improve-d-	—	my	—	religious	—
ment	—	myself	—	remark-ed	—
improves-	—	near	—	remember-ed	—
ments	—	next	—	satisfaction	—
in	—	no	—	Saviour	—
influence	—	nor	—	saw	—
influenced	—	northern	—	school	—
information	—	not	—	schooled	—
initial-ly-ed	—	number-e.l	—	Scripture	—
inscribe-d	—	O ! oh !	—	sea	—
inscription	—	of	—	see	—
instruction	—	often	—	selfish-ness	—
instructive	—	on	—	sent	—
is	—	one	—	several	—
it	—	opinion	—	shall, shalt	—
itself	—	opportunity	—	short	—
journal	—	or	—	should	—
justification	—	other	—	significance	—
know	—	ought	—	significant	—
language	—	our	—	signification	—
large	—	ourselves	—	signify-ied	—
largely	—	out	—	so	—
larger	—	over	—	somewhat	—
liberty	—	owe	—	southern	—
Lord	—	owing	—	speak	—
may	—	own	—	special-ly	—































































spirit	9	though	(what	2
strength	9	threw)	when	c
subject-ed	8	through)	whether	✓
subjection	8	thus	6	which	/
subjective	8	thyself	6	while	6
suggest-ed	f	till	f	whither	✓
suggestion	f	to	^	who	^
suggestive	f	to be	\	whose)
sure	2	told	f	why	^
surprise	2	too	\	will	6
surprised	2	towards	6	wish	✓
tell	f	trade	9	with	^
thank ed	(tried	9	within	6
that	(true	9	without	(
the	^	truth	9	wonderful-ly	✓
their)	try	9	word	^
them	(two	\	would	2
themselves	6	under	^	writer	✓
there)	up	\	yard	^
therefore)	upon	\	ye	✓
these	6	us)	year	2
they	(usual-ly	✓	yes	2
thing	^	valuation	6	you	^
think	(very	2	young	^
third	2	was)	your	^
this	6	way	✓	youth	(
those	6	we	✓	youths	6

CONTRACTIONS.









































































Arranged alphabetically for reference.

NOTE—This list contains some contractions given in the “Representative Words and Phrases,” pp. 261–286.

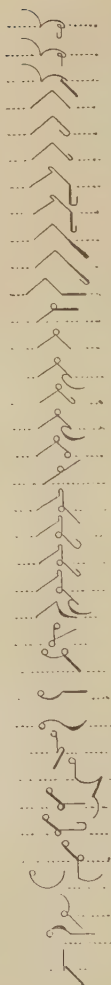
abandonment		baptize-d-st-ism	
abstraction		benevolent-ce	
abstractive		benignant-ity	
acknowledge		bondservant	
acknowledged		bondsman	
acknowledgment		cabinet	
administrate		Calvinism	
administration		capable	
administrative		captain	
administrator		catholic	
administratrix		certificate	
advertise-d-ment		character	
agriculture-al		characteristic	
altogether		circumstantial	
amalgamate		commercial	
amalgamation		contentment	
antagonist-ic-		contingency	
anything [ism		controversy-ial	
applicable-ility		covenant [tion	
appointment		cross-examina-	
arbitrament		cross-examine-d	
arbitrary		danger	
arbitrate		dangerous	
arbitration		defective	
arbitrator		deficient-cy	
archbishop		degeneration	
architect-ure-al		delinquency	
aristocracy-atic		delinquent	
assignment		democracy-atic	
astonish-ed-ment		demonstrate	
atonement		demonstration	
attainment		denomination-al	
auspicious		denominational-	
bankruptcy		ism	

depreciate-d		entertainment	
depreciatory		enthusiastic-iasm	
description		Episcopal-ian-ism	
destruction		especial	
destructive		esquire	
destructively		establish-ed-	
dethronement		ment	
difficulty		evangelical	
dignify-ied-ty		everything	
dilapidate-d-ion		exchange-d	
disappointment		executive	
discharge-d		executor	
disinterested-		executrix	
ness		expect-ed	
displeasure		expediency	
disproportion-ed		expenditure	
disproportionate		expensive	
disrespect		extemporaneous	
disrespectful		extinguish-ed	
dissimilar		extraordinary	
distinguish-ed		extravagant-	
doctrine		ance	
ecclesiastic-al		falsification	
efficient-cy		familiar-ity	
electric		familiarization	
electrical		familiarize	
electricity		February	
emergency		financial	
England		govern-ed	
English		government	
Englishman		henceforth	
enlarge		henceforward	
enlarged		howsoever	
enlargement		identical	
enlarger		immediate	
enlightenment		imperfect-ion	

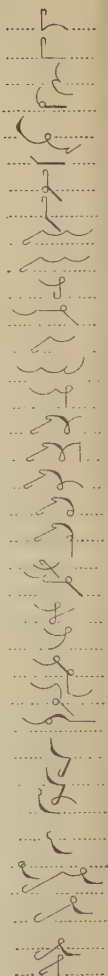
imperturbable		ironmonger	
impracticable		irrecoverable	
impregnable		irregular	
improbable-ility		irremovable	
incandescence		irrespective	
incandescent		irrespectively	
incapable		irresponsible-	
inconsiderate		January [ility	
inconvenience-t		journalism	
incorporated		journalistic	
indefatigable		jurisdiction	
independent-ce		jurisprudence	
indescribable		knowledge	
indignant-ion		legislative	
indiscriminate		legislature	
indispensable		magnetic-ism	
individual		manufacture-d	
inefficient-cy		manufacturer	
influential		manuscript	
inform-ed		marconigram	
informer		mathematical-s	
insignificance		mathematician	
insignificant		maximum	
inspect-ed-ion		mechanical	
insubordinate-		melancholy	
ion		messenger	
insufficient-cy		Methodism	
insurance		metropolitan	
intelligence		minimum	
intelligent		ministration	
intelligible		ministry	
interest		minstrel	
interested		misdeemeanour	
introduction		misfortune	
investigation		misrepresent-ed	
investment		monstrosity	

monstrous		phonographic	
mortgage-d		platform	
neglect-ed		plenipotentiary	
negligence		practicable	
never		practice	
nevertheless		practise-d	
nonconformist		prejudice-d-ial	
nonconformity		preliminary	
nothing		prerogative	
notwithstanding		Presbyterian-ism	
November		preservation	
object-ed		probable-ility	
objection		production	
objectionable		productive	
objective		proficient-cy	
obscurity		project-ed	
observation		proportion-ed	
obstruction		proportionate	
obstructive		prospect	
oneself		prospective	
organization		prospectus	
organize-d		public	
organizer		publication	
orthodox-y		publish-ed	
parliamentarian		publisher	
parliamentary		questionable	
passenger		ratepayers	
peculiar-ity		recognizance	
perform-ed		recoverable	
performer		reform-ed	
performs-ance		reformation	
perpendicular		reformer	
perspective		regular	
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